# Accounts Receivable The Basics of Customer Invoicing

Class Code: ARIP





#### **About This Manual**

Considered basic level content, this manual (along with classroom instruction) helps employees (users) who are new to Accounts Receivable learn how to use AASIS to:

- 1. Identify AASIS Master Records most relevant to the *Accounts Receivable Sub-Module* (AR)
- 2. Explain the basic processing principles of AASIS
- 3. Identify basic internal controls and their functions
- 4. Identify and use 11 Essential AR Transactions
- 5. Identify and use basic research tools

Primarily designed as a classroom teaching aid, this manual contains a *Notes* section on every page. We did this so students can capture additional information provided in class discussions, enhancing what is already a comprehensive reference manual.

This manual/course also prepares the new user for more advanced AR course topics (coming soon).

#### **About Printing This Manual**

This manual contains blank pages, allowing you to set your printer to print 2 sided pages if you prefer.

#### **About The Manual Design**

Using the AR business process as our "content model," Chapters 1 and 2 introduce new users to design elements that influence results when using AR transactions.

Chapters 3 and 4 then provide detailed transactional information using this standard format:

- Transaction name and function
- Key Points
- Field Definitions
- Step by Step Instruction

We have also created *Appendix Materials* containing helpful tips/resources. Download these materials from our web site @:

http://www.arkansas.gov/dfa/aasis/AASIS\_Training/ACCTREC/aasis\_training\_ARIP.html.

### **About The Step by Step Instruction**

In an effort to keep our instructions concise, we have created an instructional "shorthand" that uses angled brackets < > to denote actions and/or entries. Use this legend to help answer questions you may have:

→ **<Enter>** Press the Enter Key on your keyboard

→ **<Enter>** Click the illustrated Icon

→ <12 alpha/numeric limit> Defines the field character limit

→ **GoTo><List>** Defines menu path navigation

→ Field Names Bold italics define field names

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## Chapter 1: Master Data Records & System Processing



Accounts Receivable: The Basics of Customer Invoicing

## **Learning Objectives**

- Define Essential AASIS Design Elements
- Discuss Relationships Between Design Elements and Business Integration
- Define Basic Uses of Master Data Records
- Define Essential Accounts Receivable Master Records
- Define the Purpose of AASIS Documents in the Business Integration Model



## Chapter 1: Accounts Receivable AASIS Overview

## Notes

#### Introduction

AASIS, (Arkansas Administrative Statewide Information System), uses an integrated database design to store and process financial and human resources data.

AASIS Support Center (ASC) staff implemented the master and transaction data requirements for **all** State agencies with the help of many state employees from across the state.

Thanks to this huge effort, we now have a powerful integrated accounting system enabling the State, with the correct use of AASIS transactions, to produce accurate financial reporting information.

To ensure your success as an Accounts Receivable (AR) user, we begin with a basic overview of the State's primary business functions to help us explain the AASIS design.

While we are not yet ready to discuss detailed information related to AR processing, in this chapter we *do* use a basic model of the AR business process to illustrate key design elements.

#### Statewide Business Functions

AASIS id designed to record and produce specific business information related to the operations of State government. This blueprint for the design uses 3 general business functions, which are defined next.

It is illegal in this state to deficit spend. This legal standard establishes the basis for controlling spending when using AASIS transactions.

 AASIS Budgetary Controls---enables state agencies to control spending and account for the activities of governmental services/programs.

The need to monitor, account and plan for how the State expends/collects funding resources establishes the basis for using AASIS reporting tools.

 AASIS Reporting Tools---enables state agencies to monitor and account for the agency's current business status, i.e. financial (balance sheets & profit/loss statements) or budgetary perspective.

The need to provide governmental services and programs establishes the basis for the AASIS configuration that supports specific business processes.

> AASIS Financial Transactions---enables state agencies to record daily business transactions associated with their governmental services/programs.

As you read more in this chapter about the AASIS design and its relationship to the above business functions, keep in mind AASIS not



#### **AASIS Overview**



only records *your* agency's business information, it records business information for over 200 state agencies.

While admittedly complex, this design is powerfully efficient in meeting the overall business needs for the State of Arkansas.

To use AASIS effectively, we cannot ignore the importance of understanding the basics for how it processes the information you enter.

#### **AASIS Overview**

AASIS uses a module and sub-module organizational method to group and store business information with their related individual components.

- **Module**—a group of related components serving complementary business functions.
- **Sub-Module---**an individual component containing related transactions.

Currently, the State of Arkansas utilizes 3 primary business modules (FI, MM, HCM) containing multiple sub-modules (a short description follows).

	AASIS Modules							
Financial (FI)		Materials Management (MM)		Human Capital Management (HCM)				
		Sub-Modules						
1. 2. 3. 4. 5. 6. 7.	Accounts Payable Accounts Receivable Cash Management Controlling Project Systems Funds Management General Ledger Special Purpose Ledger	<ol> <li>Inventory</li> <li>Logistics Invoice Verification</li> <li>Purchasing</li> </ol>	2.	Organizational Management Personnel Administration Time Management Payroll Benefits Employee Self-Service Training and Events				



#### **AASIS Overview**



**Financial (FI)** –contains the master and cumulative transactional data created within the associated sub-modules. The need for budgetary control, required reporting and financial processing play a critical role for how each sub-module stores and processes information related to it.

#### FI Sub-Modules

- 1. Accounts Payable (AP) --- contains vendor master and transactional data created by vendor invoices. This sub-module is related to budgetary and financial statements.
- 2. Accounts Receivable (AR) --- contains customer master and transactional data related to customer accounts. This sub-module is related to an agency's financial statements but has no business association with budget control.
- 3. Cash Management (CM) ---contains house bank information for treasury and commercial accounts. This sub-module stores information related to warrant redemption and/or cash deposit (cleared to spend status). This sub-module is related to financial statements but has no business association with budget control.
- **4. Controlling (CO)** ---contains Cost Center, Cost Element and other data used to capture financial reporting information. The cost center derives the needed funds management information when used in several FI transactions.
  - This sub-module is related to business management reporting which provides diverse monitoring options for agencies.
- 5. Project Systems (PS) ---contains project information (type, purpose, funding source) and collects transactional data most commonly used to account for grants and assets under construction. Like CO, this sub-module is related to business management reporting which provides diverse monitoring options.
- 6. Funds Management (FM) ---contains appropriation levels for an agency and enables budgetary controls by using "budget quad" master data records; i.e., Functional Area, Commitment Item, Fund and Funds Center. This sub-module is related to budgetary controls and plays a critical role for how the system implements these controls during the completion of FI transactions.
- 7. General Ledger (GL) ---contains the Chart of Accounts for the entire State. The chart is an organized list of individual General Ledger accounts used by all agencies. This sub-module is related to the balance sheets and profit/loss statements.
- 8. **Special Purpose Ledger (SPL)** --- contains GL account balances, by fund, for all FI transactions. This enables reporting options specific to fund accounting versus financial accounting.



#### **AASIS Overview**



As you may have concluded, while each sub-module has a specific purpose, normal business activity crosses the sub-module assignments based on the business function associated with a specific step.

In other words, a complete business process might exist within a single module/sub-module, or it might cross multiple modules and sub-modules.

Let's use a basic model of the AR business process to illustrate this point.

#### **Accounts Receivable Process Overview**

The business function of Accounts Receivable allows an agency to bill customers for amounts due. In our illustration (below), customer data must exist before an invoice can be posted against it. In addition, some invoices may include the additional charge of sales tax, triggering a tax liability for the agency. The invoice is printed and mailed to the customer, followed by the customer's payment. An agency then deposits the payment (cash).



#### Additional Sub-Module Assignment

We mentioned earlier that a business process can cross sub-module assignments. Here we talk about the module and sub-module assignments associated with each step of the AR business process.

All of the process steps are assigned to the *Financial (FI) Module*; however, additional sub-module assignments also exist...depending on the business function of the step.

Each time a customer invoice is created, the customer account is debited for the billing amount and revenue is recorded to a General Ledger account. The *Accounts Receivable Sub-Module* owns customer accounts and the *General Ledger (GL) Sub-Module* owns GL accounts.

If an agency invoices a customer and charges sales tax, a tax liability for the agency is created when the invoice is posted. Customer accounts remain with the AR sub-module while the GL and Accounts Payable (AP) Sub-Modules own the liabilities.

Payments from the customer represent the credit to the customer account. Because the process still involves the customer, this step remains a part of the *AR Sub-Module*. The physical possession of **cash** represented in this step introduces the additional sub-module owner, *Cash Management (CM)* and the revenue generated by the payment is a part of the *GL Sub-Module*.

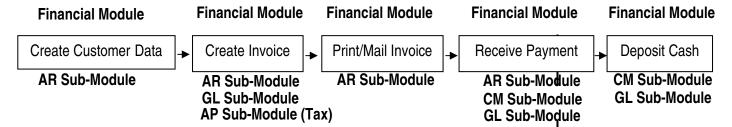


#### **AASIS Overview**



The last step, Cash Deposit, is no longer associated specifically with the customer. This step is assigned to the *CM* and *GL* sub-modules only.

See our illustration below:



This organizational method also:

- Allows the transfer of information between modules and submodules
- Creates additional "background" postings (very important to you)
- Allows users to report (retrieve stored information) using multiple perspectives

We "integrate" or enable the storage and exchange of information between the modules/sub-modules by using master data records, transactional data (dynamic tables) and financial documents.

#### **Master Data**

AASIS master data records store information (in tables) that remains the same over a long period and/or is needed often in the same form. Usually, these records are created once, centrally maintained, and are grouped by using the module organizational method (owner module) and ID number assignments.

For example, a Customer Master record is assigned to the *FI Module*, is retained in the *AR Sub-Module* and used in AR transactions by entering the customer ID number.

Master records...

- Enable derivation (retrieves information for you) of additional information within a transaction, reducing data entry
- Enable system controls to restrict uses in limited instances
- Facilitate integration between the modules and sub-modules
- Facilitate multiple reporting options by serving as a "primary key" to sort, group and retrieve specific types of transactional information



#### **AASIS Overview**



#### **Transactional Data & Dynamic Tables**

Transactional data is accumulated each time you complete a transaction. AASIS stores this data within hundreds of individual *dynamic* tables, creating the ability to:

- Produce multiple managerial reports
- Enhance availability of financial information ("real time" access)
- Troubleshoot

What makes a table "dynamic" and why is the answer important to you? Think of a dynamic table as having life. It grows and it ages. It also provides important "services" through program logic or commands.

The transactions you perform tell AASIS...

- The data to retrieve
- The table names to store the data you enter
- The command (when necessary) to create additional background postings using your new data.

Add the powerful indexing capability provided by master records and document types, and you now have multitudes of reporting options.

The table below illustrates how master records, global settings and dynamic tables establish the basis for storage and processing system information (we explain document types later in this chapter). Please note: This illustration does not capture the full table elements mentioned. Rather, it uses common fields to help you generally understand how information is stored and processed.

Each master data record is centrally stored within a Master data table. In turn, the "master" table is assigned to a module and/or submodule most complementary to the data's established business functions. Customer Master Records are assigned to the FI Module and the AR Sub-Module.

FI ModuleAR Sub-Module				
Customer Master Records				
Name	Address	Phone		
Smith	67 West Main	510.325.2555		
Jones	54 7th Street	870.245.2154		
	Cu Name Smith	Customer Master  Name Address Smith 67 West Main		

Each row of information represents a customer master <u>record</u>. ( DFA-Office of Accounting, is the only agency authorized to make changes to these records for statewide use.)

As you enter transactional data, AASIS stores the information in a series of dynamic tables. The step within the business process determines where the transactional data is stored (remember the module assignments). In the example below, we use AR process steps to illustrate this point.



#### **AASIS Overview**



Table BSID stores the information you enter when creating a customer invoice, credit memo and/or payment (open items).

FI Module---AR Sub-Module

Table---BSID Ope

**Open Customer Items** 

Customer #	Amt	Ref	Text	GL Acct
6########	50.00	6789	Photos	4########
6#######	25.00	2546	Books	4########

Remember, your actions are driving the "commands" of this activity.

6########	50.00	6789	Photos	4#########

Table BSAD stores cleared customer items. In other words, the transactional data associated with AR moves to a different table upon completion of the business process steps.

FI Module---CM Sub-Module

Table---BSAD Cleared Customer Items

Customer #	Amt	Ref	Text	GL Acct	Fund	Clearing D0c
6########	50.00	6789	Photos	4########	######	1######
6########	75.00	5473	Tapes	4########	######	1######

For now, remember this: AASIS uses tables to process, store and produce a variety of business information. The transactions you perform tells AASIS what data to retrieve, the table names used to store the information you enter and the command (when necessary) to create additional background postings using the data you added.

#### **Essential AR Master Data**

To help us explain the use of master records most commonly used in the AR business process, we use 3 primary categories:

- Essential (Required) Master Data
- Derived (Defaulted) Master Data
- Optional (Elective) Master Data

We begin with the *required* master records critical to AR processing.

DFA-Offices of Accounting and Budget (DFA-OA and DFA-OB) manage these records centrally. Submit change requests to the appropriate contact person within one of these divisions.





#### **AASIS Overview**



These records, along with their module assignments, are:

#### **Essential Master Data**

#### Owner Module

Business Area Global Setting

■ Cost Center Controlling Sub-Module

General Ledger Accounts
 General Ledger Sub-Module

Customer Master Accounts Receivable Sub-Module

#### **Business Area**

The *Business Area* (BA) record defines your agency's financial data through a unique 4 digit number. This master record, configured by ASC staff, enables reporting at the agency level.

Because the BA record is used throughout *almost all* of the FI sub-modules, we refer to it as a global setting versus being "owned" by any one module/sub-module.

Business Area #	Name
0610	Department of Finance and Administration

Other system uses for the BA are:

- Appears as a required field in FI business transactions
- Performs system edits within some transactions---stops you from finishing a transaction until you input the 4 digit code
- Prevents you from posting financial documents to business areas not assigned to your security authorization(s)
- Serves as a selection criteria within the AASIS FI reporting tools

#### Cost Center

The *Cost Center* defines the area of fiscal responsibility in an agency based on its organizational structure (locations and/or divisions). In other words, a cost center collects cumulative costs associated with specific organizational units.

For example, an agency may have at least one unique cost center to represent a county office and at least one other unique cost center to represent a central office.

Cost centers are represented by a unique 6 digit number and are owned by the *Controlling (CO) Sub-Module*.

Cost Center #	Functional Area	Business Area	Fund
541287	ADMN	0610	HSC6101



#### **AASIS Overview**



System uses for a cost center record are:

- Enables derivations of financial data---BA, fund, funds center and functional area---within FI business transactions
- Enables management personnel at all levels to monitor agency revenues and/or expenses

#### General Ledger

The General Ledger (GL) Sub-Module contains the State of Arkansas' financial Chart of Accounts (commonly referred to as GL accounts).

GL Account #	Name	Recon Acct?	Commitment Item
5054123654	Travel Fees	No	500:00:00

Created to record financial postings for specific business processes, the GL master records are organized using 6 primary categories to define the sources and/or uses of an agency's money.

Each category serves a different purpose in financial statements, and has a different number *range* assignment; each GL number assignment will always be 10 characters in length.

Below we list the 6 account categories, along with the account type and the numbering range assignments for each category.

Account Category	Account Type	Number Range
Assets	Balance Sheet	1000000000 - 1999999999
Liabilities	Balance Sheet	2000000000 - 2999999999
Fund Balance	Balance Sheet	300000000 - 3999999999
Revenues	Profit & Loss	400000000 - 499999999
Expenses	Profit & Loss	5000000000 - 5999999999
Other Sources and Uses	Profit & Loss	600000000 - 699999999

Besides the important function of capturing financial postings for your business area (and ultimately the State of Arkansas), system uses for the Chart of Accounts are:

- Uses reconciliation (recon) accounts to record summary totals per account category from the system sub-ledgers
- Contains the list of individual accounts used in all financial transactions

In AR, a reconciliation account links the customer sub-ledger to the general ledger for reporting purposes.



#### **AASIS Overview**



#### Accounts Receivable General Ledger Accounts

Accounts receivables will ALWAYS post to a **Revenue** or **Other Source** GL account. In other words, as an AR user you will *always* be using one/both of these account types when performing AR transactions.

Let's look at these accounts in more detail, beginning with Revenue.

The State's posts to 3 different revenue types, use the third digit in the account number to define the individual revenue account types.

#### General Revenue

General Revenue accounts identify monies resulting mostly from tax collections. These revenues will ALWAYS be deposited to **Fund AGA0000**, **BA 0610** using cost center **383359**.

**401**###### GL account codes represent the general revenue master records.

Revenue **4**######## **401**######

#### **Special Revenue**

Special Revenue accounts identify monies designated as Special Rrevenue by the Legislature. These monies are subject to special fees based on the legislative definition for the special revenue.

When collected, special revenue postings are receipted to a business area's fund and then transferred daily to **Fund ASA0000** by the State Treasurer. At the end of each month, the monies, minus fees, are transferred back to the business area's fund.

**402**####### GL accounts represent the special revenue master records to which a 3% fee is applied.

**403**###### GL accounts represent the special revenue master records to which a 1.5% fee is applied.

Revenue	4########		
Genera	al Revenue	401######	
Specia	l Revenue		
	402#	#####	3% Fees
	403#	#####	1.5% Fees



#### **AASIS Overview**



#### Other Revenue

Other Revenue accounts identify monies from other revenue sources, including Federal funds. These revenues are deposited to the business area fund and become available for use as soon the money has cleared.

**404**###### and **405**###### GL account codes represent the *Other Revenue* master records.

Revenue	<b>4</b> ########		
Gen	eral Revenue	401######	
L Spe	cial Revenue		
	402##	#####	3% Fees
	403##	#####	1.5% Fees
	Other Revenu	ie	
	<del>-</del>	<b>404</b> ######	Other
	<u> </u>	<b>405</b> ######	Federal
	Oth.		

#### Other Sources

Other Sources accounts identify refunds to expenditures and inter/intra agency transfers in.

As already mentioned, this GL account category is represented by a **6**####### number range assignment.

#### **Customer Master**

Owned by the *Accounts Receivable Sub-Module*, the *Customer Master* defines the customer information necessary to post and process customer invoices and payments.

Customer #	Name	Address	
6########	John Smith	6789 W. Willow	

These records are organized using 4 customer groups and each group has a different number range assignment.

The *method* of number range assignments (performed by DFA-OA) for the customer master record depends on the customer category.

Customer Groups	Number Assignments	Assignment Method
Standard Customer	600000000 699999999	Internal (system generated)
State Agencies	<b>998</b> 000000 998999999	External (manual)
State Employee	<b>997</b> (Personnel #)	External (manual)
DIS (Department of Information Systems)	400000000 499999999	External (technical interface)



#### **AASIS Overview**



AASIS sequentially assigns a number (60000000-69999999) to a *Standard Customer* master when DFA-OA creates the master record.

All other customer master records are manually assigned numbers by DFA-OA using the following numbering conventions:

#### State Agency Customer Master Records

- ALWAYS begin with 998 as the first three digits. This creates the numerical separation necessary to maintain separate master records defining the business functions of agencies as customers.
  - This is a very important point for you to remember when entering customer numbers while completing AR transactions.
- The fourth, fifth, sixth and seventh digits define the business area (998**0610**##).
- The remaining digits allow the creation of multiple addresses (998061002).

#### State *Employee* Customer Master Records

- ALWAYS begin with 997 as the first three digits.
- ALWAYS end with the 7 digit personnel number, using the leading zeros of the personnel number.

#### **DIS Customer Master Records**

- The second, third, fourth and fifth digits define the business area (40470####).
- The last four digits are the AU numbers from the DIS legacy system (4047084956)
- This customer category is USED ONLY by the DIS, primarily through automated processing (technical interface). In other words, you should *never* select a customer from this category when completing AR transactions.

#### Customer Subsidiary Ledger

The customer master number is the account number used to post <u>transactional</u> data to the *Customer Sub-ledger*. These accounts are open item managed and must go through a clearing process to settle.

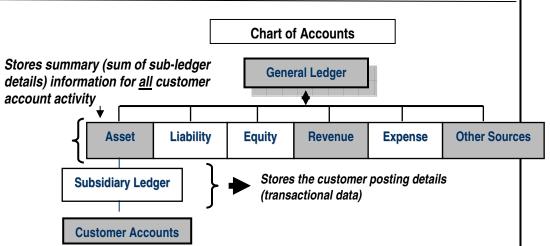
The Customer Sub-Ledger is owned by the AR sub-module and links to the Chart of Accounts (GL) through a reconciliation account.

See our illustration on the next page.





#### **AASIS Overview**



#### **Derived AR Master Data**

Derived master data are the master data records AASIS uses to automatically populate (derive) specific fields within a transaction.

Derived data usually comes from a different sub-module and creates simultaneous background postings whenever you use one of these records.

In other words, when you create a customer invoice and use a cost center, you create not only an AR posting to the customer sub-ledger, but also a *GL posting*, a *CO posting*, an *FM posting* and *an SPL posting*. This enables reporting capabilities for a single transaction from multiple modules---without entering the same transaction more than once.

ALWAYS verify derived entries! One thing AASIS cannot do for you is confirm you are entering the correct accounting information for your agency's specific needs.

DFA-Offices of Accounting and Budget (DFA-OA) manage these records centrally. If you discover an error with one of the records, submit change requests to the appropriate contact person within one of these divisions. (See appendix for helpful links to DFA.)

eri)	vec	ΙM	laste	r Data

#### **Owner Module**

•	Functional Area	Funds Management Sub-Module
•	GL Reconcilliation Account	General Ledger Sub-Module
•	Funds Center	Funds Management Sub-Module
•	Fund	Funds Management Sub-Module
•	Commitment Item	Funds Management Sub-Module



#### **AASIS Overview**



#### **Functional Area**

The Functional Area identifies the general purpose of the agency (Health and Human Services, Public Safety...) and provides a basis for CAFR reporting categories. Represented by a unique 4 digit code, the functional area is part of the budget quad we mentioned on page 8.

FA	Description	
ADMN	Administrative Services	

#### **Funds Center**

The *Funds Center* defines an agency's **legal** authority to spend money (appropriation). Another component of the budget quad, the funds center is represented by a unique 3 or 4 digit code.

FM Area	Funds Center	Valid To	Valid From
ARK	FD45	07/01/09	06/30/10

System uses for a funds center are:

- Derives from the cost center you enter in FI transactions (just like the fund)
- Prevents over spending by blocking the completion of financial transactions when appropriation is not available (budgetary controls)

The Funds Management (FM) Sub-Module provides budgetary control to validate spending authorization by using two additional master records. These master records are the Commitment Item and Fund, completing the budget quad.

#### Fund

The *Fund* identifies an agency's **pool** of money.

FM Area	Fund	Funds Center	Valid To	Valid From
ARK	HSC0000	009	07/01/09	06/30/10

The fund, represented by a unique 7 digit code, is significant to AR processing because it records:

- Deposits or incoming transfers to increase an agency's cash balance
- Revenues expected for funding specific areas.

Funds can also be used by agencies to keep track of different funding streams or to "separate" cash used for multiple purposes. For example, some agencies receive money from both the State and the Federal government. An agency might request two funds – one for the state money and one for the federal money.

Cash funds always have a numeric number assignment. Treasury funds always begin with 3 alpha characters.



#### **AASIS Overview**



Owned by the *Funds Management (FM) Sub-Module*, the fund derives from the cost center you enter when completing FI transactions.

When you enter the cost center and press the "Enter" key, AASIS retrieves the fund information and populates the appropriate field(s). To avoid serious accounting errors, ALWAYS confirm the fund information before parking and/or posting a financial document. NEVER manually enter fund information unless specifically required by a transaction (which happens rarely).

As the fund defines an agency's pool of money, it is also very important to stress here that *all* of this money may NOT be available to spend. For example, you may deposit money into your checking account at 6:00 pm; however, the cash is not immediately available to spend.

#### Commitment Item

The *Commitment Item* defines the functional grouping of expenditures and revenues (formerly known as character codes) within the *FM Sub-Module*.

Represented by a unique 7 digit code, commitment item categories include Maintenance & Operations, Regular Salaries, Transfers In, Special Revenue, Federal Revenue, and General Revenue.

FM Area	Fiscal Year	Commitment Item #	Name
ARK	2010	400:00:40	Other Revenue

#### **Optional Master Data**

Unlike the essential and derived master data records, an agency creates and maintains optional master data records based on its unique internal reporting needs.

#### Optional Master Data

#### Owner Module

Internal Order Controlling Sub-Module

WBS Element Project Systems Sub-Module

As an AR user, it is very important for you to know *what,* if any, optional master data records your agency requires when completing AR business transactions.

#### Internal Order

The *Internal Order* defines the statistical accumulation of an agency's program costs, cost pools, or special interest costs **not** associated with capital projects or grants.

The internal order is owned by the *Controlling Sub-Module* and is represented by a unique 8 digit code.

Order #	Description	ВА	Responsible Cost Center
I0610tst	Healthy Arkansas	0610	654128



#### **AASIS Overview**



#### Work Breakdown Structure (WBS Element)

The WBS Element defines the statistical accumulation of an agency's program costs, cost pools, or special interest costs associated with capital work or grants.

The *Project Systems Sub-Module* owns this record, which supports the reporting records established in the *Controlling Sub-Module*. The WBS element is represented by a unique 22 digit code.

WBS#	Description	BA	Controlling Area
C.0710.02044-01	Gym Construction	0610	654128

#### **Master Data Records & Integration**

As we've explained, derived data usually comes from a different submodule(s) and creates **simultaneous background postings** whenever you use one of these records.

These hidden postings are possible because of the table structures, organizational methods and unique number assignments for each master record type.

Here are some specific examples of the AR integration elements important for you to remember:

- Cost centers and WBS elements have a business area and functional area assigned to their master record, enabling reporting tools.
- Cost centers are used (through programming tools) in FM to "assign" funds, and funds centers, thus populating 1/2 of the budget "quad" when they are used. In AR processes, the fund is the most relevant master record of the budget quad.
- Every GL account has a commitment item assigned to it; whenever the GL account is used, that commitment item automatically populates into the transaction.
- Customer master records contain the appropriate reconciliation GL account number used to report the customer's account balance in the GL.

#### **Financial Documents**

Every time you park or post a financial transaction, AASIS creates a financial document using a document type specifically designed for that business purpose or sub-module.

Every financial document contains document header and line item detail sections, which display additional document type design elements. We explain this in more detail following this overview.

Document types, represented by 2 unique characters, help you use master data records more efficiently by...



#### **AASIS Overview**



- Identifying the financial sub-module for which a document is used
- Enforcing additional processing restrictions, when applicable
- Containing specific number range assignments

For example, a customer invoice uses a DR document type to record and store customer postings. You CANNOT use a DR document type to record and store vendor postings because it was not created to support Accounts *Payable* functions.

To look up or track the status of parked or posted transactional data, use the document type characters and/or the assigned document number.

Security roles and posting key settings are another way a document type can restrict processing. We discuss the impact of security roles in Chapter 2 and address posting keys on the next page.

#### **Document Header Section**

The document header section contains reference data associated with the financial transaction. The header section identifies but is not limited to the:

- Document type characters and description
- Document number
- Header text (if applicable)
- Name of the user performing specific actions
- Date/time action stamps

The document type character and description field tells you the business process associated with the document information.

For example, a DR document type description field displays "Customer Invoice"." Because customers are only associated with the Accounts Receivable business process, you know the financial information is related to AR.

All document types have a number range assignment. Customer document numbers are 8 digits long and systemically assigned when you park or post a transaction.

The document number enables the retrieval of detailed transactional data by single or multiple values.

We have listed the most commonly used document types in AR on the next page.



## Chapter 1: Accounts Receivable AASIS Overview



#### **AR Commonly Used Document Types**

An Commonly Osed Document Types						
Description	Document Type	Debit Posting Key	Credit Posting Key	Document Number Range		
Customer Invoice	DR	01	50	18000000 – 18999999		
Customer Payment	DZ	40	15	14000000 – 14999999		
Customer Credit Memo	DG	40	11	16000000 – 16999999		
Customer Invoice Complex Entry	DR/DC	01	50	18000000 – 18999999		
Accounting Document	AB	07	17	10000000 – 19999999		

#### **Document Detail Section**

All financial documents contain detail sections consisting of 2 or more lines of debits and credits that MUST balance to -0- before AASIS will allow a document to post.

Posting key information, defined per document type, appears on the debit and credit lines of all financial documents.

Posting keys are 2-digit numbers used to identify the account type (customer, general ledger, etc.) and the posting type (debit/credit) for that account.

For example, the "DR" document type (customer invoice) uses posting keys 01 and 50.

Posting key 01 restricts data entry to a <u>customer account number</u> and further defines the posting as a <u>debit</u> for the customer account.

Posting key 50 identifies a general ledger account and restricts the posting to a <u>credit</u> for the GL account.

The "DZ" document type (Customer Payment) contains the posting keys 40 and 15.

Posting key 40 restricts data entry to a debit against a general ledger account.

The posting key 15 restricts data entry to a credit against the <u>customer</u> <u>account</u>.

In many circumstances, the transaction automatically defaults the document type and posting keys which automatically restrict account choices in a transaction.

Note: Not ALL financial transactions default posting keys, making it critically important for all users to understand the primary document types and subsequent posting keys they work with when using AASIS.



#### **AASIS Overview**



In these cases, the document type and posting key information are required fields, which you must enter.

#### Review

- State and Federal reporting requirements, along with the variety of State business processes, are the blueprint used to design the current AASIS master data structure and programming logic.
- AASIS uses a module and sub-module organizational method to group related business functions with related transactions.
- The master data records, database tables and document types serve as the basis for system integration.
- Some master data records derive important financial information when you complete a FI business transaction.
- Other master data records, when used in a transaction, trigger simultaneous background postings.
- The master data records most relevant to Accounts Receivable processes are:
  - Business Area
  - Cost Center
  - GL Account
  - Fund
  - Customer Master
  - Internal Order (determined by your agency)
  - WBS Element (determined by your agency)
- Document types enable the ability to track financial details related to a specific business function.
- Document types, with posting keys, define what account types can be used in a transaction.
- Posting keys define if a debit or a credit is used with the corresponding account type.

## Chapter 2: Internal Controls



## **Learning Objectives**

- State the Importance of Internal Controls
- Define 3 Methods AASIS Supports Internal Controls
- Review the Accounts Receivable Security Roles



## Chapter 2: Accounts Receivable Internal Controls



#### Introduction

In this chapter, we explain how AASIS supports internal controls.

We begin with a short discussion about some of the principles guiding system controls.

#### **Fiscal Accountability**

Generally stated, *all* state employees must demonstrate fiscal accountability to the citizens and creditors of the State.

*Individual* accountability (state agency and/or that agency's employees) is measured through how well that agency *collects* and *uses* its resources.

Statewide fiscal accountability measures the *cumulative* collection and use of all state agency resources.

AASIS, through its reporting tools, master records and transactional data, is the financial system that produces the majority of the information contained in the *statewide* statement of net assets provided to citizens and creditors.

What can you do the ensure you and your agency are fiscally responsible?

#### You and Your Agency's Fiscal Accountability

Some of your answers probably included statements similar to the following:

- Understand and use the statewide accounting standards (See Helpful Links in the appendix).
- Understand my agency's policies and the relationship of those policies to statewide accounting standards
- Understand how my job duties relate to the work of others in my agency
- Identify the AASIS security roles necessary to perform my duties and how these roles involve the work of others
- Understand how to use AASIS transactions to accurately document my agency's AR activities
- Help prevent and/or report any fraudulent activities

#### Internal Control

Section R1-19-4-505 of the State *Financial Management Guide* (see *Helpful Links* in appendix) states that internal control is at the core of State government...fulfilling its mission and achieving its goals (fiscal accountability), while providing safeguards to protect governmental resources.



#### **Internal Controls**

It further defines internal control as a *process* created to provide reasonable assurance regarding the:

- Effectiveness and efficiency of business operations
- Reliability of financial reporting information
- Compliance with applicable laws and regulations

Here are some internal control examples (Addendum P2-19-4-505 of the *Financial Management Guide*):

- A. Top level reviews of actual performance
- B. Physical control over vulnerable assets
- C. Controls over Information processing
- D. Segregation of duties
- E. Proper execution of transactions
- F. Appropriate documentation of transactions

Of the above activities, which relate to AASIS?

A Top level reviews of actual performance
☐ B Physical control over vulnerable assets
C Controls over information processing
☐ D Segregation of duties
☐ E Proper execution of transactions
☐ F Appropriate documentation of transactions
☐ G – All of the above

If you answered "G---All of the above" you are correct! Here's why:

Below we illustrate the general relationships between the internal control examples and AASIS. For our purposes in this chapter, we use (C) Controls over information processing; and (D) Segregation of duties, as the principles behind the content in remaining sections.

## Internal Control Activity

### AASIS

- **A.** Top level reviews of actual performance
- **B.** Physical control over vulnerable assets
- **C.** Controls over information processing
- **D.** Segregation of duties
- **E.** Proper execution of transactions
- **F.** Appropriate documentation

- A. Reporting Tools
- B. "Assets" & "Inventory" Documentation
- **C.** Master Data, Document Types, Security Roles, Transactions
- D. Security Roles
- **E.** User Knowledge, Configuration
- **F.** Transactions, Reporting Tools





## lotes

## Internal Controls

We strongly recommend you review **all** policy guidelines within your agency and incorporate them into using AASIS appropriately.

#### **AASIS Security Roles**

The <u>number of people</u> involved in completing a business process is also a very important aspect of internal control.

Segregation of duties clearly defines the steps an agency takes to ensure fiscal accountability among employees at all levels.

While the majority of state employees are people of integrity, we cannot ignore the fact that theft *does* happen in the workplace and we must take measures to prevent it.

AASIS security roles restrict a user's access to transactions that clearly "conflict" in business function, preventing people from performing multiple business functions (transactions) that could represent a risk of theft to an agency.

Keep in mind, a person can have several role assignments as long as these assignments are not in "conflict," and the internal control measures remain intact.

For a listing of AR roles, see our appendix AR Roles and Conflicts.

#### **AASIS Park & Post Functionality**

While security roles are an important part of AASIS internal controls, they cannot address all of the State's security needs. As a result, we use park and post functionality as another form of internal control.

Park and post functionality helps prevent theft AND protects/ensures the accuracy of an agency's financial statements by...

- Requiring two users to complete the posting process; one user to create and park a document, the other user to review and post the document. This also supports document review/approval in AASIS.
- Restricting posting authorization based on user id versus role assignments.

The person posting the document assumes accountability for that record's accuracy. A posted document directly impacts an agency's financial statements but a parked document does not.

Careful review of financial documents is probably the most significant preventative action an agency's management structure can enforce. Doing so can eliminate errors appearing on an agency's financial statements.

In addition to using security roles, the park/post functionality uses the combination of transaction settings and user id validation.



## Notes

Internal Controls

This means you could have multiple role assignments, some of which authorize using both park AND post transactions in AASIS.

In these cases, the additional security measures of the park/post functionality NOT the AASIS role assignments are what prevent you from parking and then posting your own parked documents.

Here's how it works.

Through configuration, we have removed post authorizations from some transactions. This prevents you from posting financial documents without first reviewing the document in the system.

If a "Post" icon *does* appear on a transaction screen for park only transactions, it is grayed out or not an active post function.

Once you create and park a document for review, AASIS prevents you or the user who last made changes to the parked document from posting it. AASIS does this by referencing the user ids for the persons creating or making the most recent changes to the document.

If a reviewer makes changes to a document *and saves those changes*, AASIS logs this change---noting the user id of the person saving the change---and then prevents that user from posting the newly revised document.

This, in turn, creates the need for another reviewer to post the revised document.

Here's an example of how the park/post functionality works with a customer credit memo.

User A creates a customer credit memo (document type DG) with transaction FB75. FB75 is a park only transaction which prevents user A from posting the document.

Because a credit memo changes the amount of expected revenue collection for an agency, the appropriate manager (User B) *should* review this document *before* approving (posting).

User B uses transaction FBV0 to first review and then post (if appropriate) the credit memo. User B notices the credit memo does not contain the same fund information recorded in the customer invoice (document type DR). User B corrects the fund information on the credit memo and saves his change.

Thinking he was saving time, what User B actually did was eliminate his authorization to post this credit memo. AASIS has logged his user id as the person who last made and saved changes to the document.

The way to avoid inadvertently creating this type of posting restriction during the review process is to ask the person who created the document (User A) to correct the appropriate information. Once corrected, the reviewer (User B) can then confirm the correction and post the revised document.



## Chapter 2: Accounts Receivable Internal Controls



#### Summary

AASIS was designed using careful consideration toward fiscal accountability and internal controls.

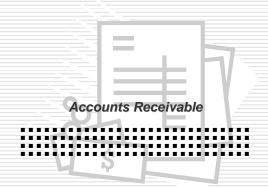
The *master data records* and *document types* define the types of information that can be used during the completion of specific transactions.

Security roles define the specific transactions a user is allowed to perform in AASIS.

Because AASIS is designed to accommodate multiple business functions of widely diverse governmental programs/services, we have also created other forms of system controls such as the *park/post functionality* for specific types of transactions.

These controls, designed to work in conjunction with user actions, are a necessary part of recording financial information in AASIS; enabling the State to meet all reporting requirements, while supporting individual business needs of user agencies.

#### Chapter 3: 11 Essential AR Transactions



#### **Learning Objectives**

- View a Customer Master Record Using Transaction FD03
- Create & Post a Customer Invoice Without Tax Using Transaction FB70
- Create & Post a Customer Invoice With Tax Using Transaction FB70
- Identify Customer Account Items Using Transaction FBL5N
- Preview a Customer Invoice Using Transaction ZINVC
- Park and Post a Customer Credit Memo Using Transactions FB75 and FBV0
- Correct Document Text Errors Using Transactions FBV2 and FB02
- Reverse a Posted Document Using Transaction FB08
- Manually Clear Customer Items Using Transaction F-32
- Preview a Customer Account Statement Using Transaction ZF27



## Chapter 3: Accounts Receivable 11 Essential Transactions



#### Introduction

As you already know, the *Accounts Receivable Sub-Module* (AR) establishes records of and tracks amounts due from customers to an agency.

In this chapter, we get you started using Accounts Receivable transactions by providing step-by-step instructions for 11 essential AR transactions.

In 7 out of the 11 transactions, you are creating, reviewing and/or modifying financial documents associated with the AR module.

In Chapter 1, we discussed the basic organizational design of AASIS (modules and sub-modules) and also identified how these modules integrate based on a specific business purpose.

Taking that a step farther, we also defined how AASIS uses specific document types to capture postings within these modules. Keep in mind, the data you enter in these documents is used to meet <u>all</u> State reporting requirements for <u>all</u> State business processes.

To help support these reporting requirements, we have created a standard (global) document layout which appears the first time you create, review and/or modify an AASIS document.

This global layout, capturing the important fields associated with <u>all</u> business modules, may contain fields which are not relevant to a specific business process.

The Accounts Receivable Sub-Module is a good example of this. Many of the fields contained in this standard layout are not relevant to AR business processing. As a result, in our illustrations we have modified the global layout and customized it to better illustrate the document fields you, as an AR user, should focus on.

Even though we have included instructions for modifying document layouts in the appendix (see *Making the Most Out of Document Settings*), we want to show you the difference between the global document layout fields and the customized document layout we use in this chapter before we get started.

As you look at these documents, keep these key points in mind.

- Without the global standard, some transactions/documents do not display key accounting fields that should be validated prior to posting.
- The global standard incorporates key fields associated with all AASIS business modules.
- The customized layout we use for illustrating AR documents in this manual is an example of how you can customize your own document layouts.

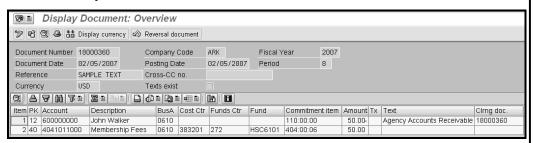


#### 11 Essential Transactions

The decision to customize your own document layout should be based on your agency's specific business processes and should never ignore key fields (fund) related to fiscal reporting.

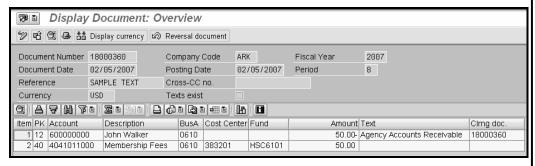
#### **Compare Document Layouts**

Using a customer invoice, here is the AASIS Standard-Global Default document layout.



Using the same customer invoice, here is the customized document layout we use in this manual for *Accounts Receivable*. This layout displays these key fields:

- 1. Item
- 2. PK (Posting Key)
- 3. Account (Number)
- 4. Description (Account)
- 5. BusA (Business Area)
- 6. Cost Center
- 7. Fund
- 8. Amount
- 9. Text
- 10. Clring doc. (Clearing Document Number)



It is time to turn our attention back to Accounts Receivable, beginning with an overview of the 11essential AR transactions.





#### 11 Essential Transactions



#### 11 Essential AR Transactions

#### **1.** FD03---Display Customer

Use this transaction, before creating a customer invoice, to verify a master record for the customer exists.

#### 2. FB70---Enter Customer Invoice

Use this transaction to create a customer invoice, with or without tax.

#### 3. FBL5N---Customer Line Item Display

Use this transaction to monitor customer account status.

#### 4. ZINVC---Invoice and Credit Memo Print Program

Use this transaction to create the customer's copy of the invoice and/or credit memo.

#### 5. FB75---Enter Customer Credit Memo

Use this park only transaction to issue adjustments to original billing amounts to customer accounts.

#### 6. FBV2---Change Parked Document

Use this transaction to change items in a parked document or to delete the document entirely.

#### 7. FBV0---Post Parked Document

Use this transaction to review (approve) and post parked documents.

#### **8.** FB02---Change (Posted) Document

Use this transaction to change/add text entries in a posted document.

#### **9.** FB08---Reverse Document

Use this transaction to reverse a posted document.

#### **10.** F-32---Clear Customer

Use this transaction to perform manual clearing of customer items.

#### **11.** ZF27---Periodic Account Statements

Use this transaction to create the customer's copy of the account statement.



#### 11 Essential Transactions



#### **FD03-Display Customer**

Use this transaction, before creating a customer invoice, to verify a master record for the customer exists and to verify address information.

#### **Key Points**

- FD03 is a display only transaction.
- DFA-OA centrally maintains (creates, modifies and/or deletes) all customer master records.
- All user agencies use customer master records.
- Changes to existing master data affect everyone. Request changes only after careful research and consideration.

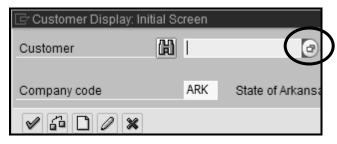
#### Step by Step Instructions



1. Type "FD03" in the Transaction Command field.

## 2. <Enter>

The *Customer Display Initial Screen* search window displays. Use this window to search for a specific customer master record.



#### 3. <Possible Entries>



Whenever you see this icon, it means you may search for information specific to the field it appears in or make selections for the field.



## Chapter 3: Accounts Receivable 11 Essential Transactions



The Customer Search dialog box displays.



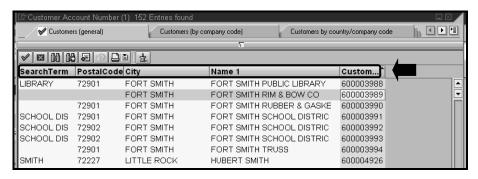
#### 4. Name: <Search Text>.

We use \*smith\* in our illustration.

Use the wildcard (\*) search method for all types of data in AASIS.

## 5. **<Enter>**

All possible customer matches display. Notice how the wildcard selection works. AASIS returned a list of all customer names containing the word \*Smith\* anywhere in the name field.



#### 6. Double click the "Customer" you wish to view.

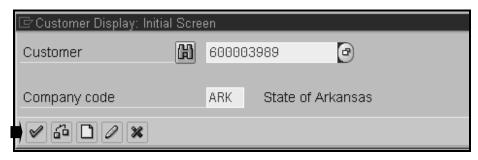
We select "600003989" in our illustration.



#### 11 Essential Transactions



The Customer Display Initial Screen re-appears, with the customer number we selected populating the "Customer" field.

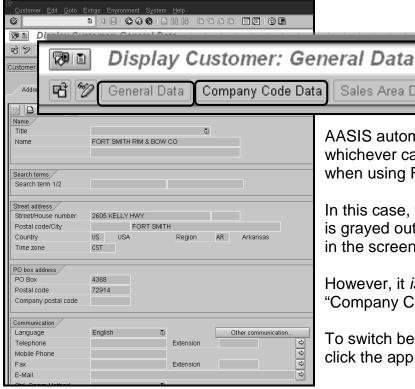




The "Display Customer" screen appears. Use this screen to select and/or view General or Company Code (Customer) Data.

- General Data---contains contact information. Currently, the "Address" tab is the only section of the screen used to store information.
- Company Code---contains account management information supporting integration elements. This information is stored using the "Account Management," "Payment Transactions" and "Correspondence" tabs.

In our illustration (below), you are viewing **General Data** information.



AASIS automatically displays whichever category you viewed last when using FD03.

Sales Area [

In this case, the "General Data" icon is grayed out and the name appears in the screen title.

However, it is possible you will see "Company Code" information first.

To switch between the 2 categories, click the appropriate icon.

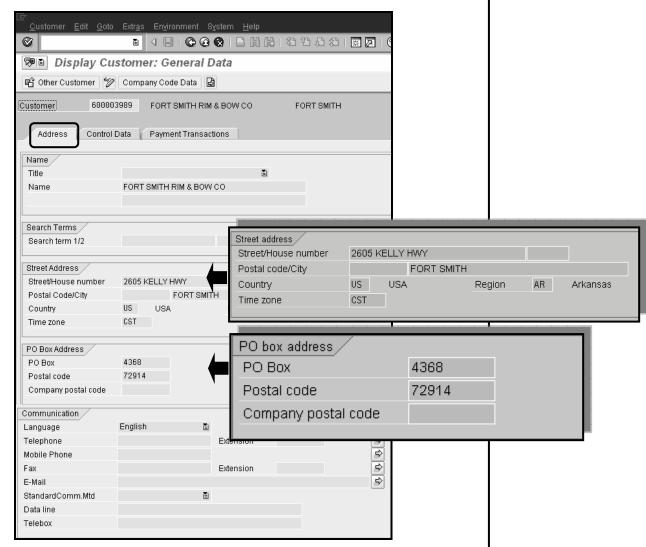




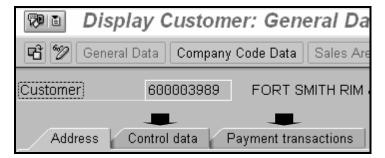
### 11 Essential Transactions

About the Display Customer: General Data Screen

Use the **Address** tab Address fields to verify contact information.



If the customer record contains address information in both the street address and PO Box address fields (see above), the PO Box information appears on the printed invoice.

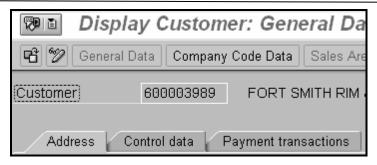


The **Control data** and **Payment transactions** tabs are not currently used.



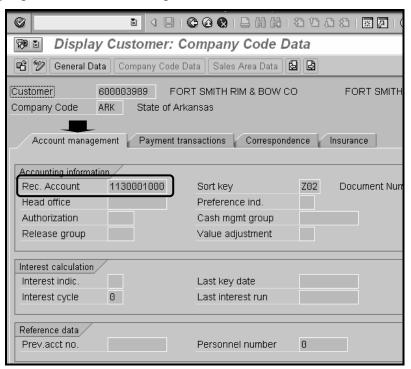
Company Code Data





### 8. <Company Code Data>

The *Display Customer: Company Code Data* screen appears, displaying the *Account management* tab.



About the Accounting Information Section

Currently, the State uses the *Accounting information* and when applicable, *Reference data* sections on this screen.

Use these sections to verify reconciliation (recon) account, sort key and, when applicable (employee overpayments), personnel number information.

**Rec (Reconciliation) Account**---defines the GL recon account number for the customer account group. AASIS uses the recon account number in *GL* reports and on *Special Purpose Ledger* documents instead of individual customer account numbers.

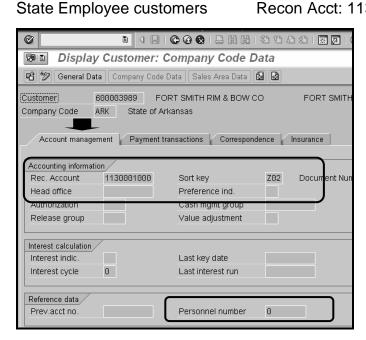
The above account is the recon account for the *Standard Customer* group (see next page for a full list).



#### 11 Essential Transactions

Here are the recon account numbers for each customer group:

Standard customers Recon Acct: 1130001000
State Agency customers Recon Acct: 1140001000
State Employee customers Recon Acct: 1130002000



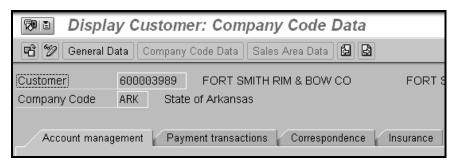
**Sort Key---**tells AASIS how to find and process customer information.

This field must *always* be "Z02" for the customer account to clear appropriately.

**Personnel number**---tells AASIS the employee master record to use when processing employee overpayments.

Always verify this is the correct personnel number.

If you see incorrect data in any of these fields, please report it to DFA-OA immediately (See *Helpful Links* in the appendix).



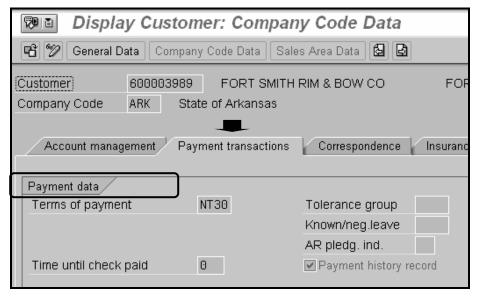
9. <Payment transactions> tab Payment transactions





### 11 Essential Transactions

The *Payment Transaction Screen* appears. Use this screen to verify customer data in the "Terms of payment" field.



About the Payment Transactions Section

**Terms of payment---**defines the length of time a customer has to submit payment before it is considered overdue.

The above entry "NT30" (Net Terms 30 days) is the most commonly used definition on customer master records but other choices *do* exist.

When you create a customer invoice or credit memo, AASIS uses this entry to automatically populate the "Terms of Payment" field in those document types.

You can, however, change the terms at the time you create the invoice and/or credit memo. This feature provides you flexibility with customer payment terms <u>without</u> changing the customer master record.

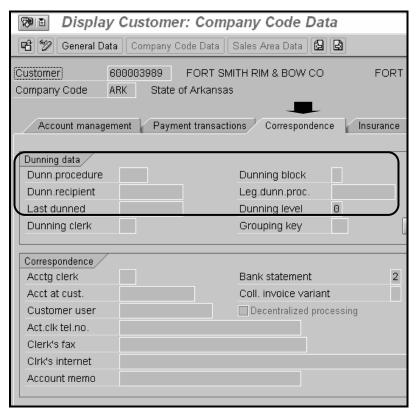








The *Correspondence Screen* appears. Use this screen to view dunning information.



About the Correspondence Section

**Dunn.procedure---**defines the dunning frequency to use with the customer. This field <u>must</u> contain a procedure code before a customer record is including in dunning.

**Dunning block---**blocks a customer account from dunning on a statewide basis. Short term dunning blocks can also be defined when using the dunning transaction, F150.

**Dunn recipient---**identifies someone other than the customer as the dunning recipient. This field is not currently used.

**Last dunned**---identifies the date of the last dunning run performed against the customer account. This field updates automatically with each dunning run performed.

**Dunning level---**identifies the level of the last dunning procedure performed against the customer account.

Repeat steps 1-10 to display other customer records.



#### 11 Essential Transactions



Before we discuss data entry transactions (FB70---Enter Customer Invoice is one example), we explain the importance of system messages and the role they play when completing transactions in AASIS.

### <u>Understand The Importance of System Messages</u>

AASIS communicates information to you through system messages. Never ignore or dismiss these messages---even after you have become familiar with them!

On occasion, you will contact the AASIS help desk and we will ask you what a message said, enabling us to help you more efficiently. In addition, never assume these messages remain the same because they can and do change.

AASIS uses 3 types of system messages:

- Informational
- Cautionary/Warning
- Error

**Informational Messages---**These messages contain a "Green Check" icon and tell you what AASIS is doing, will do or has done because of an action you have taken. Below is one example.

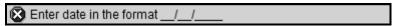


**Cautionary/Warning Messages**---These messages contain a "Yellow I" icon and warn you the action you are taking has consequences.

Usually, although not always, you are asked to confirm this action ---by clicking "Yes" in a dialog box or by pressing the "Enter" Key. Below is one example.

G/L account 4041038000 is relevant to tax; check code

**Error Messages**---These messages contain a "Red X" icon and stop you from continuing the action you are attempting to perform. Another form of internal control, we often refer to these messages as a "hard error." Below is one example.



Remember, AASIS is a dynamic system---continually updated and maintained through regular maintenance activities. We remind you again...do not get in the habit of ignoring system messages.

### **Understand The Transaction Screen Design**

The software AASIS uses comes with predefined screens that are shared across sub-modules. Each sub-module may use different fields or tabs.



#### 11 Essential Transactions



### FB70---Enter Customer Invoice (Without Tax)

Use this transaction to create a customer invoice, with or without tax.

### **Key Points**

- Know your agency's business process.
  - 1. What type of receivables (revenue) does your agency collect?
  - 2. What optional master data do you use and why?
- Remember, optional text fields allow you to communicate with the customer.
- Pay attention to system messages as you complete the transaction.
- Remember, a customer invoice is a DR document type.
- Know the invoice debits and credits. When you create a customer invoice, you debit the customer and you credit the revenue GL account.

This means you are changing the status of your agency's revenue balances in the financial statements at the time you bill a customer.

 Understand, with FB70, AASIS defines the posting keys (debits/credits) for you. This will not always be so with other transactions.

The posting keys appear on the posted document. Posting key 01 displays on the customer line and the posting key 50 displays on the GL line.

- Always let the cost center derive the fund information on the GL line.
- Remember, AASIS posts additional documents in the background when you post a customer invoice.

### Field Definitions

Keep frustration at bay! Navigate the data entry fields on the Basic Data and Details tabs using the tab key or by clicking in the field. Pressing the "Enter" key before entering all required data triggers system messages and temporarily closes fields.



1. Type "FB70" in the Transaction Command field.



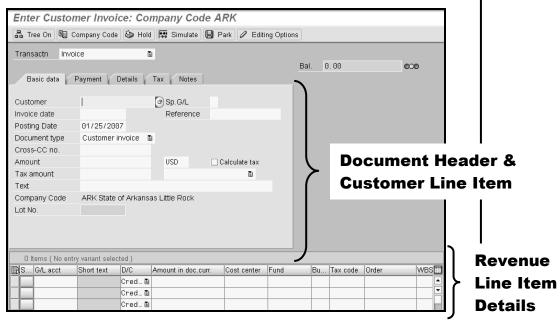


### 11 Essential Transactions



The Enter Customer Invoice screen appears. Use this screen to...

- Create document header information
- Create customer line item details (debit)
- Create revenue (GL) line item details (credit)
- Post the customer invoice (DR document type)



We get you started by defining the data entry fields, both required and optional, before showing you how to use them to post a DR document type.

### About the Document Header & Customer Line Item Fields

As you can see, the top portion of this screen uses tabs to group data entry fields which, when completed, make up the document header and customer line item detail on the customer invoice.

We define the tabs in the order they must be completed during data entry.

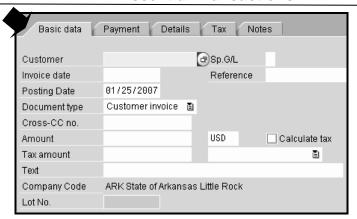
- 1. Basic Data
- 2. Details
- 3. Payment

The "Tax" and "Notes" tabs are not currently used.

Here are the basic definitions (per tab) of the fields currently related to customer invoices.



### 11 Essential Transactions



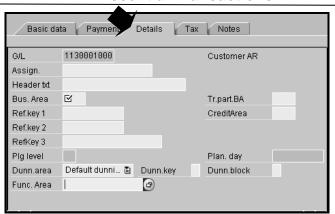
Basic data
Use these fields to create document header and initial customer line item information.

- Customer---defines the customer account you are billing. This is a required field.
- SP G/L---Standard Delivery. Not applicable to AR.
- Invoice date---defines the aging of the invoice and is usually the same as the posting date. This is a required field.
   To establish different aging, you can change this date (past & current fiscal periods).
- Reference---provides users additional text entry, 16 character maximum, on the document header section. This is an optional field.
- Posting Date---defaults using the current date. You can change this
  date, but all changes must remain within the current fiscal period. This
  is a required field.
- Document type---defaults to Customer Invoice. DO NOT change this default.
- Cross-CC no---Standard Delivery. Not applicable to State processes.
- Amount---defines the total invoice amount. This is a required field.
   For tax calculation purposes, leave this field blank (automatically populated by AASIS).
  - The "USD" entry next to the Amount field, defines the currency type. Accept this default.
- Calculate tax---Provides automatic calculation of sales tax during simulation or posting. For non-taxable invoices, do not select this option.
- Tax amount---Standard Delivery. Not applicable to AR.
- Text---provides additional text entry, using a 50 character maximum, on the customer line of the DR document type. This is an optional field. Entries in this field appear on the copy of the invoice you send to the customer.
- Company Code---defines the highest level business entity "ARK."
   Accept this default.
- Lot No---Standard Delivery. Not applicable to AR.





### 11 Essential Transactions



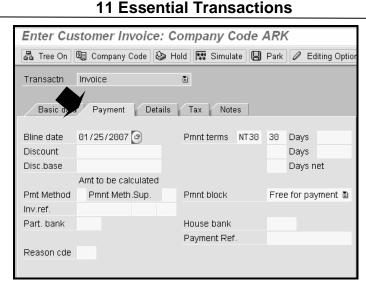
Use these fields to create document header and initial customer line item information.

- **G/L**---defines the customer GL recon account. This field is not open for changes and defaults from the customer master record.
- Assign (assignment)---defines the assignment number based on the sort key in the customer master record. AASIS automatically populates this field with the document number once you post a customer document. Do not enter data here.
- **Header txt---**provides users additional text entry, 25 character maximum, on the document header section. This is an optional field.
- Bus. (Business) Area---defines the billing agency. This is a required field.
- Tr.part BA (Trading Partner Business Area)---defines a trading partner agency. DO NOT USE
- Ref key 1---provides users additional text entry, 12 character maximum. Entries here appear on the printed invoice when using the print program (ZINVC). This is an optional field.
- CreditArea---Standard Delivery. Not applicable to State processes.
- Ref key 2---provides users additional text entry, 12 character maximum. Entries here appear on the printed invoice when using the print program (ZINVC). This is an optional field.
- Ref key 3---provides users additional text entry, 12 character maximum. This is an optional field.
- Plg level---Standard Delivery. Not applicable to State processes.
- Plan day---Standard Delivery. Not applicable to State processes.
- Dunn. area---displays when a customer master record contains a dunning procedure.
- Dunn.key---displays when a customer master record contains a dunning procedure.
- Dunn.block---displays when a customer master record contains a dunning procedure.
- Func (Functional) Area---not used on customer lines. Leave field blank.









Payment Use these fields to create customer line item information.

- Bline (Baseline) date---defines the date from which the net due date will be calculated. The default date comes from the "Invoice Date" field on the Basic data tab.
- Pmnt (Payment) Terms---defines the terms of payment for the customer account. This field defaults from the customer master record.

If you need to establish different terms of payment on a specific invoice, you can change this field without changing the master record. You have the option of changing the default information appearing here.

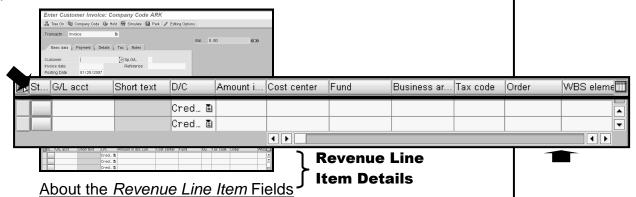
- **Discount---**Standard Delivery. Not applicable to State processes.
- Disc.base---Standard Delivery. Not applicable to AR.
- Pmt Method---Standard Delivery. Not applicable to AR.
- Pmnt Block---Standard Delivery. Not applicable to AR.
- Inv (invoice) ref (reference)--- identifies the invoice document number linking an invoice to a credit memo and ensures automatic clearing (when used correctly) of customer items. This is a required field when creating a credit memo using FB75 but is NOT used with FB70.
- Part (Partner) bank---Standard Delivery. Not to applicable to State processes.
- House bank---Standard Delivery. Not applicable to AR.
- Payment Ref---Standard Delivery. Not applicable to AR.
- Reason cde---defines receivable categories, enabling reporting by category. This is an optional field. Entries in this field appear on the copy of the invoice you send to the customer.



#### 11 Essential Transactions



Now we define the *Revenue Line Item* fields, both required and optional.



Notice the scroll bars located at the bottom of the *Revenue Line Item* section. This means more fields are available for viewing. Some of these fields contain derived information once you have used the "Enter" key and/or posted the document. *We keep our definitions limited to the required and most commonly used optional fields*.

- **G/L. acct---**defines the revenue account for the receivable. This is a required field.
- Short text---defaults the GL account text description once the "Enter" key is used.
- D/C---defines the posting as a debit or credit and determines the posting key which displays on the posted customer invoice. Accept the credit default.
- Amount---defines the total amount for a revenue account. The entry/entries must net -0- with the corresponding entry in the "Amount" field on the *Basic Data* tab. This is a required field.
- Cost center---defines the cost center (reporting purposes) and most importantly derives the fund and business area information for the expected revenue. This is a required field.
- Fund---derived from the cost center. DO NOT enter information in this field.
- Business area---defines the agency expecting the revenue (derived from the cost center)
- **Tax code---**defines tax percentages added to the invoice amount. Use this field only when creating invoices with taxes.
- Order---identifies the internal order for reporting purposes. This is an optional field
- **WBS element---**identifies the WBS element for reporting purposes. This is an optional field.
- **Text---** provides additional text entry, using a 50 character maximum, on the GL line of the DR document type (scroll to the right to view). This is an optional field. Entries in this field appear in the description field on the invoice you send to the customer.

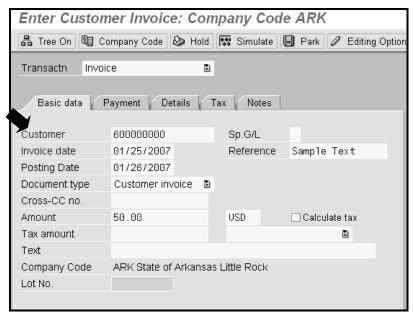


#### 11 Essential Transactions



## Create Document Header Text & Customer Line Item Detail

Beginning at the *Enter Customer Invoice* screen, we illustrate how to create document header text and customer (debit) line item details.



Navigation Tip: Use the "Tab" key to move between fields or click in each field. DO NOT PRESS "ENTER" until instructed.

1. Customer (Required): <Acct #>

Our illustration uses <600000000>.

2. Invoice date (Required): <##/##/###>

Our illustration uses the invoice date<01/25/2007>.

This date can be the same as or different from the entry and/or invoice dates.

1. Posting Date (Required)---<##/##/##

Our illustration uses <01/26/2007>.

This field defaults using the current date but can be changed as long as the date is within the current fiscal period.

- 3. Document type (Required): Accept default.
- 4. Reference (Optional): <16 alpha/numeric limit>.

Our illustration uses <Sample Text>.

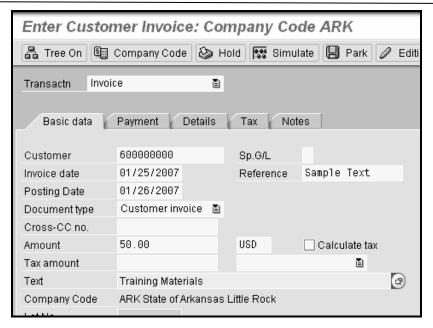
5. Amount (Required):. <\$\$>

Our illustration uses <50.00>.

Use the total amount in this field.







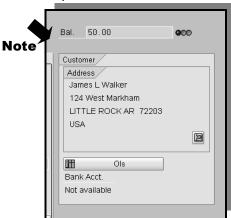
### 6. Text (Optional): <50 alpha/numeric limit>

Our illustration uses <Training Materials>.

Text entries made here appear on the customer invoice when using the print program, ZINVC.

## 7. <Details> Details

The "Bal." field updates and the *Detail* tab fields display.

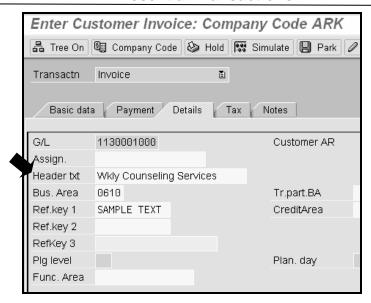


The "Bal." (balance) field, located to the right of the tabs, updates using the debit amount you have just entered. The red light indicator tells you this transaction is not in balance and will not post until debits and credits net to -0-.

Additional customer information, using the account number as the reference, also displays. Use this section to verify you have selected the correct account.







### 8. Header Text (Optional): <25 alpha/numeric limit>

Our illustration uses <Wkly Counseling Services>.

Entries to this field appear in the document header section of the DR document type. Use of this field can help create a transactional trail.

### 9. Bus. Area (Required): <###>

Our illustration uses <0610>.

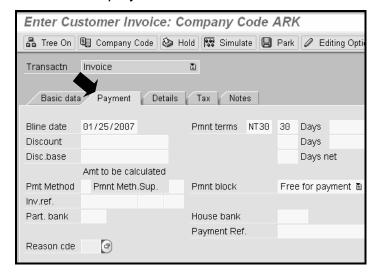
### 10. Ref key1, 2 & 3 (Optional): <12 alpha/numeric limit>

Our illustration uses <SAMPLE TEXT> in "Ref key 1."

Entries in fields 1 and 2 display on the printed invoice when you use the printing program in ZVINC.

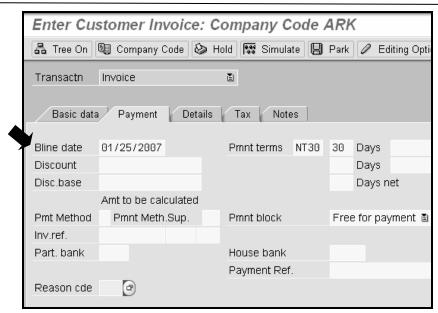
### 11. < Payment > Payment

The *Payment* tab fields display.









**12. Bline date** (**Default**): Defaults from "Invoice date" field on the Basic Data tab.

Our illustration accepts the default <01/25/2007>.

**13.** *Pmnt (Payment) terms* (**Default**): Defaults from *Customer Master Record*.

Our illustration accepts the default <NT30>.

Payment terms can be modified at the invoice level.

14. Reason Code (Optional): < Possible Entries>



The "Reason Code for Payments" selection list appears.

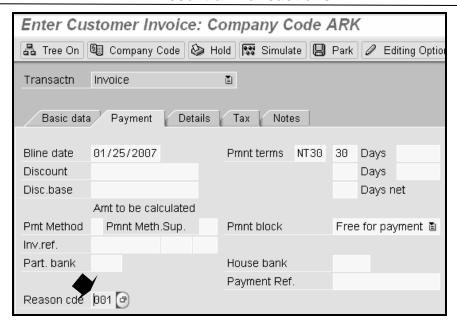


15. Double click appropriate selection.

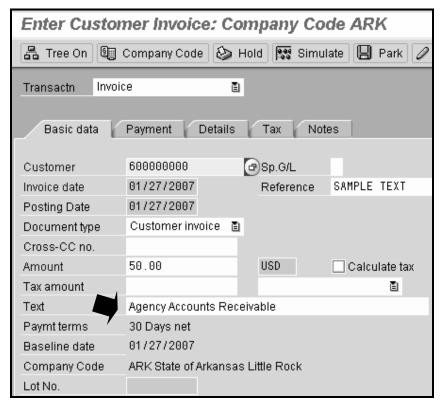
We use "001 Accounts Receivable" in our illustration.







The selection populates the "Reason cde" field.



If you do not enter text in the "Text" field on the *Basic data* tab, the text description for the *Reason Code* defaults as text and appears on the customer invoice when using the print program, ZINVC.



### 11 Essential Transactions



### Create Revenue Line Item Detail

You're half way there! Now we illustrate how to create one Revenue (credit) line item. Invoices are not restricted to one Revenue line. If multiple lines are keyed, make sure the total amount for all lines balances to -0- with the amount keyed on the customer line.

												_
4	St	G/L acct	Short text	D/C	Amount in d	Cost center	Fund	Busi	Tax code	Order	WBS element	
	V	4041011000	Membership F	Cred… 🖺	50.00	383201						
				Cred… 🖺								넴
				Cred 🖺								

Navigation Tip: Use the "Tab" key to move between fields or click in each field. DO NOT PRESS "ENTER" until instructed.

1. G/L acct (Required): <Acct #>

Our illustration uses <4041011000>.

- 2. D/C (Default): Always accept the "Credit" default.
- 3. Amount (Required): <\$\$>

Our illustration uses <50.00>.

Total debits and credits must net to -0- before a document posts in AASIS. Because we are only entering 1 revenue line, this entry must equal the amount we entered on the *Basic Data* tab.

4. *Cost center* (Required): <#####>

Our illustration uses <383201>.

5. <Enter>

The cost center derives the *Fund* and *Business Area* information.

ALWAYS use the "Enter" key after adding the cost center to the revenue line. This allows AASIS to retrieve the correct fund information for you and prevents potentially serious accounting errors from appearing in your agency's financial statements.

If you notice a discrepancy with the derived fund information, confirm the accuracy of your cost center entry. If the discrepancy is not resolved, contact your agency financial officer to verify your agency's master data.

1 Items ( No entry variant selected )					Note						
100 P	St	G/L acct	Short text	D/C	Amount in d	Cost center	Fund	Busi	Tax code	Order	WBS element 🚻
	V	4041011000	Membership F	Cred 🖺	50.00	383201	HSC6101	0610			
			<b>P</b>	Cred… 🖺							

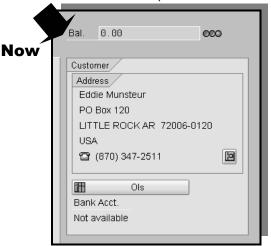


# Notes

### 11 Essential Transactions

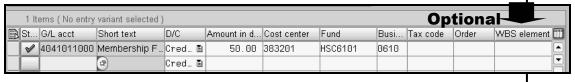
The "Bal." (balance) field also updates using the credit entry you have just entered. As you can see, this field now balances to -0-. The green indicator light tells you this transaction is now in balance and can be posted.

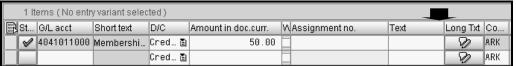
Do NOT mistake this to mean your data entry, (GL account, Cost Center, Fund, etc) is necessarily correct. This just means the amount in both amount fields (Basic Data tab and Revenue line) now net to -0-.





If your agency uses *Internal Orders or WBS Elements* to capture reporting information, enter that information in the corresponding fields next. We do not include entries for these fields in our illustration.





You can also create short or long text entries on the Revenue line. Above we have scrolled to right until the "Text" field appears.

Entries to this field (50 character limit) appear on the Revenue line of the DR document and on the invoice description field when you use the print program in transaction ZINVC.

Long Text (exceeding 50 characters) can be viewed by clicking the "Long Txt" icon and appears on the invoice description field when you use the print program in transaction ZINVC.

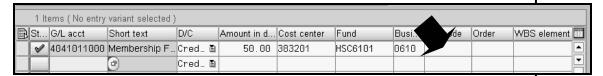
Both fields can be used to define billing information in the "Description" field of the printed invoice.

While not difficult to do, creating and saving long text requires several steps. Here's how you enter *Long Text*.



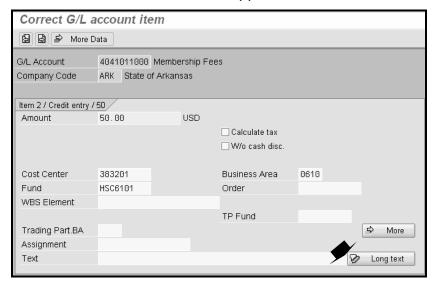






### 6. Double click any cell on the completed Revenue line.

The Correct G/L account item screen appears.



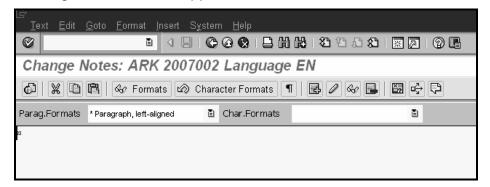
## 7. <Long text> Long text

The Long Text screen appears.



# 8. <Editor>

The Change Notes screen appears.

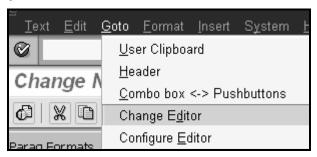




#### 11 Essential Transactions

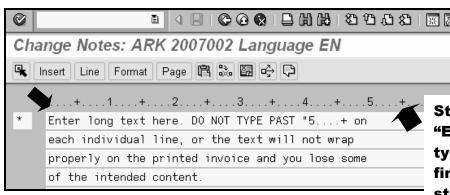


DO NOT ENTER TEXT here. Text wrapping functions do not work properly on this screen. Continue...



### 9. <Goto><Change Editor>

The *Change Notes* screen displays in editor mode, displaying formatting tools necessary for the information to display properly on the printed invoice.



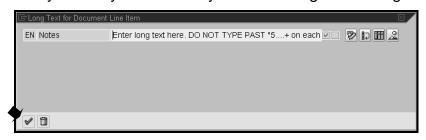
Stop typing here; press "Enter" and continue typing text until finished...remember to stop at 5+ for each line.

### 10. <Long Text>

Do not type past the indicated line margin. Use the "Enter" key to begin a new line of text.

## 11. <Back>

This saves your entry and returns you to the Long Text dialog box

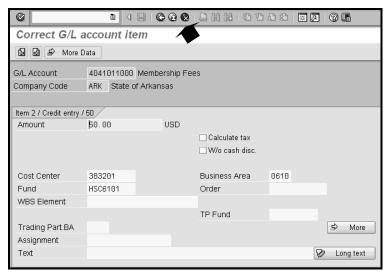


## 12. <Copy Text>



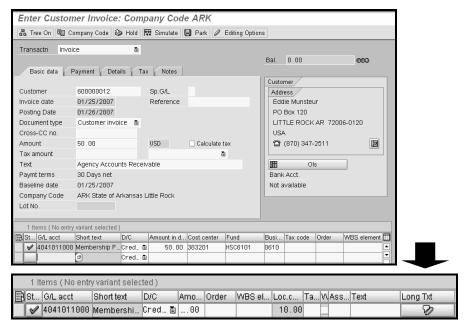


This returns you to the Correct GL account item screen.



## 13. <Back>

The Enter Customer Invoice screen appears. Your long text entries are not visible here but will display on the printed invoice once you have completed ZINVC.



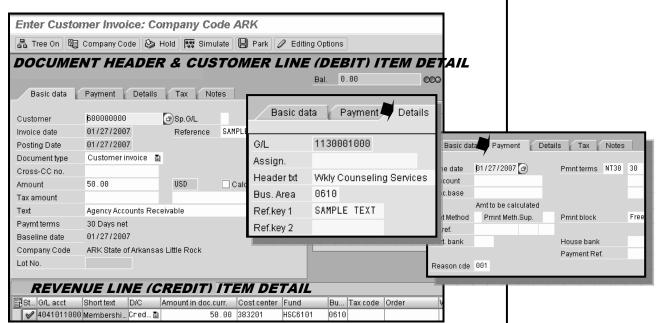
To view long text entries from this screen, scroll to the right until you see the "Long Txt" field. On the appropriate GL line, select the

Let's review the actions we have completed before we show you the next (final steps) for creating a customer invoice.





#### Review



### <u>Document Header and Customer Line Item Detail</u>

- We used the Basic data, Detail and Payment tabs to enter information for both the customer line item detail and the document (DR) header text.
- 2. We used the "Reason Code" field on the *Payments* tab instead of entering text in the "Text" field on the *Basic data* tab.
- 3. We used other text fields to enter additional tracking (audit trail) information. Those fields included:
  - a. Reference: Appears on the document header (Basic data tab)
  - b. Header txt: Appears on the document header (Details tab)
  - c. Ref key 1: Appears on the customer's invoice copy (Details tab). While we didn't use the "Ref key 2 & 3" fields for additional text entries, we could have. Keep in mind "Ref Key 3" information does not appear on the customer's invoice copy.

#### Revenue Line Item Detail

- 1. We selected a Revenue GL account.
- 2. We verified the total credits and debits balanced to zero.
- We let the Cost Center derive the fund and business area information
- 4. We used both the short and long text fields to enter additional tracking (audit trail) information.



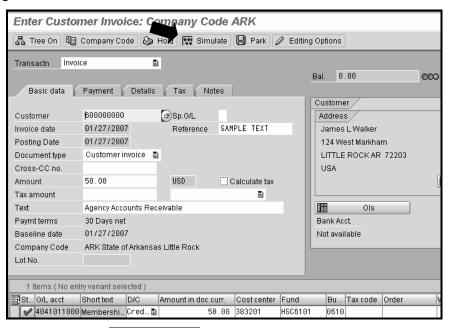


### 11 Essential Transactions

#### **Post Customer Invoice**

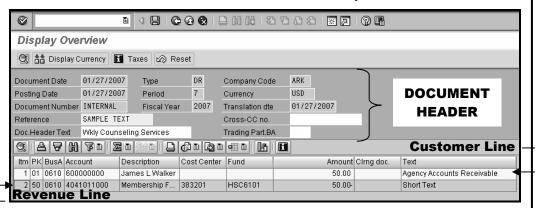
Always review your entries prior to posting the customer invoice (DR document type). Posting incorrect accounting information affects your agency's revenue balances on the relevant financial statements.

Next, we show you how to *simulate* the document for review prior to posting it.



### 1. <Simulate> Simulate

AASIS creates a simulation of the DR document you have created.



#### 2. Review document.

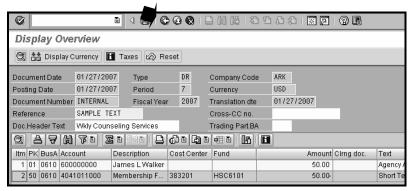
Pay particular attention to the accounting information (Customer #, GL, Cost Center, Fund). If everything is correct....







To correct errors....



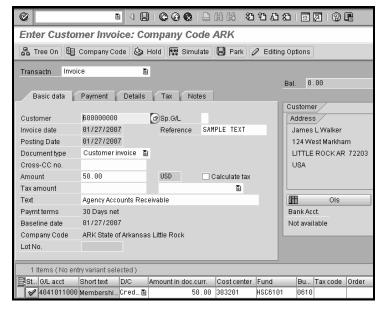


A system message appears (at the bottom of screen) letting you know AASIS will automatically delete the temporary document it created for your review.

Automatically created line items will be deleted

#### 5. **<Enter>**

The message closes and the Enter Customer Invoice screen appears.

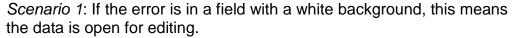


#### 6. Make corrections.

Next, we use 2 scenarios to help you make basic corrections before posting a document.



#### 11 Essential Transactions

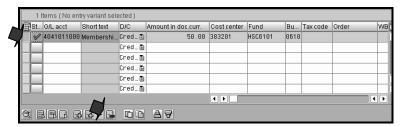


To make corrections in open fields, complete these actions:

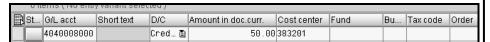
- Highlight the incorrect entry
- <Delete>
- <Correct Data>
- <Enter>

## 7. <Post>

Scenerio 2: You pressed "Enter" and noticed the GL account information was incorrect and the field closed. Because you have not posted yet, you fix this by deleting the line and starting over. Here's how:



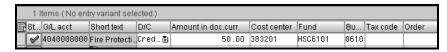
- Select line
- <Delete Row>



### Re-Enter Correct...

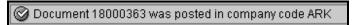
- <GL Account>
- <Amount>
- <Cost Center>
- <Enter>

Derives Fund and Business Area.



## 7. <Post>

A system message gives you the document number of the posted customer invoice (DR document) you have just created.



8. Note document number "18000363."







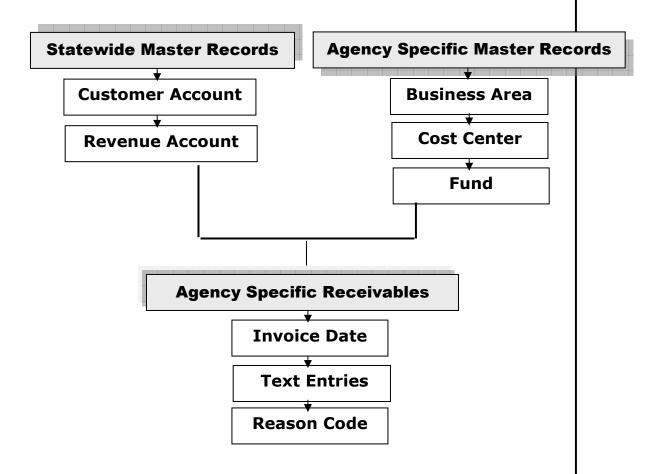
### Summary

You have successfully posted a customer invoice by debiting the *Customer* account and crediting the appropriate *Revenue* account.

All agencies have access to use customer and revenue accounts (Statewide Master Data records), if appropriate to that agency's business processes.

The credit to the correct *Cost Center*, *Business Area* and *Fund* (Agency Specific Master Data records) defines the accounting information specific to the agency and its financial statements.

The details, i.e., *Invoice Date (aging)*, various *Text, and Reason Code*, further define agency specific business process (Receivables) information.





### 11 Essential Transactions



### **FB70---Enter Customer Invoice With Tax**

While not common among all state agencies, some agencies charge sales tax as a part of their normal Receivables business process.

In this section we tell you how to use FB70 to charge sales tax using two possible scenarios:

- 1. Calculate Sales Tax on NET sales
- 2. Calculate Sales Tax on GROSS sales

### Using FB70 To Tax Net Amounts: Additional Key Points

Key points presented here are specific to using FB70 to calculate Sales Tax.

- Know your agency's business process.
  - 1. Is sales tax included in the sales price or calculated on the sales price?
  - 2. What optional entries do you use and why?
- Use the correct Editing Options for the sales tax calculation
- Use tax relevant GL accounts (required)
- Use Tax Codes relevant to your agency's business process

Standard Tax Code	Codes Reserved for Parks and Tourism Only	DO NOT USE (Not Applicable to State Processes)			
S1—Standard Rates	B12% Only Rate	O0A/R Tax Exempt			
SX—Override for summary entries over \$2500	C1Camping: State/Local +2%	O1A/R Sales Tax O2A/R Service Tax			
S0—A/R Sales Tax Exempt UP—A/P Grocery Use Tax	L1Lodging; State/Local + 2% R1Rentals: State/Local + 1%	O5A/R Sales Tax (Product Code 9937299)			

### Field Definitions

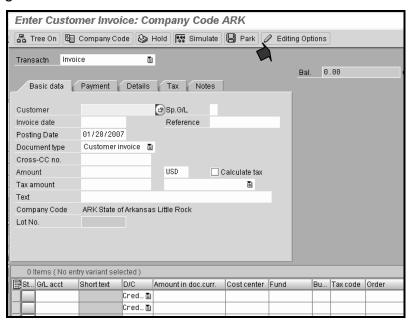
Refer to pages 39-42 for field defintions.



### 11 Essential Transactions

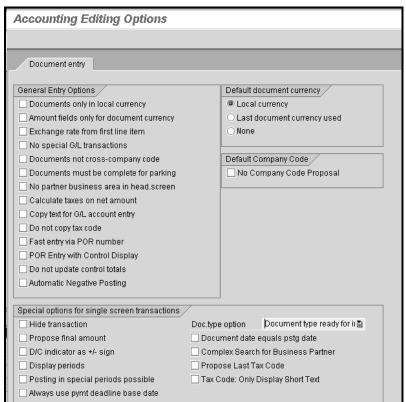


We begin on the Enter Customer Invoice screen.



## 1. <Editing Options>

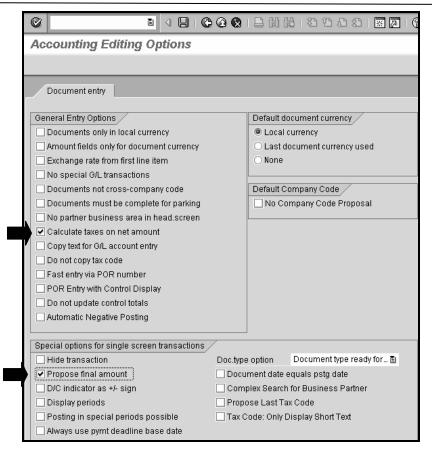
The Accounting Editing Options Screen appears. Use this screen to save calculation settings for charging sales tax on net amounts.











- 2. <Calculate taxes on net amount>
- 3. <Propose final amount>
- 4. <Save>

A system message appears letting you know AASIS has saved these settings to your user master record. This means that every time you execute FB70 in the future, AASIS is set to calculate sales tax on net amounts.



## 5. <Back>

This returns you to the *Enter Customer Invoice* screen. You are now ready to create a customer invoice that taxes net amounts.

We illustrate these steps next, beginning on the next page.

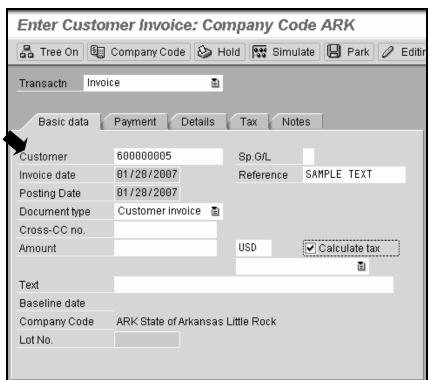


#### 11 Essential Transactions



## Calculating Taxes On Net Sales: Create Document Header Text & Customer Line Item Detail

Note: While we illustrate each step for completing FB70 here, we do not include the same level of detail we presented when we first introduced FB70.



1. Customer (Required): <Acct #>

Our illustration uses <600000005>

- 2. *Invoice date* (Required): <##/####>
  - Our illustration uses the posting<01/28/2007>.
- 3. Reference (Optional): <16 alpha/numeric limit>

Our illustration uses <Sample Text>.

- 4. \*Amount (Required):. <LEAVE BLANK>
  - \* Specific to sales tax, this is a new step.
- 5. \*<Calculate tax> (Required)
  - \* Specific to sales tax, this is a new step.
- 6. Text (Optional): <50 alpha/numeric limit>

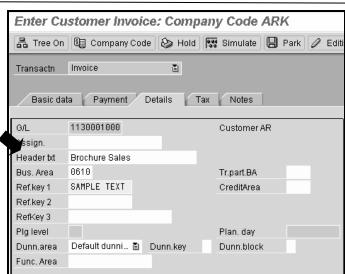
Our illustration leaves this field blank, allowing the reason code description to populate this field.

7. < Details > Details

The "Bal." field updates and the *Detail* tab fields display.



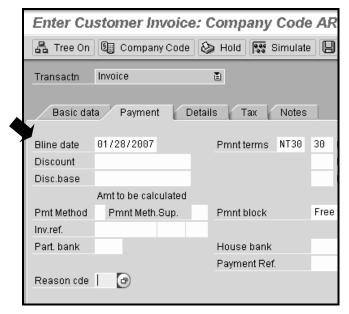




- Header Text (Optional): <25 alpha/numeric limit>
   Our illustration uses < Brochure Sales>.
- 9. Bus. Area (Required): <###>
  Our illustration uses <0610>.
- 10. Ref key1, 2 & 3 (Optional): <12 alpha/numeric limit>
  Our illustration uses <SAMPLE TEXT> in "Ref key 1."

### 11. < Payment > Payment

The *Payment* tab fields display.



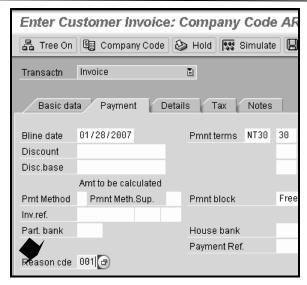
**12. Bline date** (**Default**): Defaults from "Invoice date" field on the Basic Data tab.

Our illustration accepts the default <01/28/2007>.





### 11 Essential Transactions



**13.** *Pmnt (Payment) terms* (**Default**): Defaults from *Customer Master Record.* 

Our illustration accepts the default <NT30>.

14. Reason cde (Optional): <###>

Our illustration uses "001."

#### **Create Revenue Line Item Detail**

Note: While we illustrate each step for completing the Revenue line, we specifically skip long text entries.

	/ems (No entry variant selected)											
[	91	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu	Tax code	Order		
		4046001000		Cred 🖺	50.00	383201			S1	<b>a</b>		

- 1. \*G/L acct (Required): <Acct #>
  - \*You MUST use a *Tax Relevant GL* account. This is a new step. Our illustration uses <4046001000>.
- 2. D/C (Default): Always accept the credit default.
- 3. \*Net Amount (Required): <\$\$>

Our illustration uses <50.00>.

4. *Cost center* (Required): <#####>

Our illustration uses <383201>.

5. \*<Tax Code>

Our illustration uses <S1>.

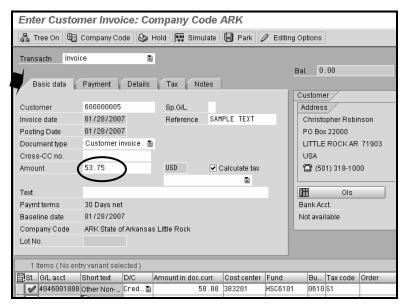
Specific to sales tax, this is a new step. Refer to page 61 for information on the codes to use.

6. <Enter>



#### 11 Essential Transactions

The Cost Center derived the "Fund" and "Business Area" fields on the revenue line.



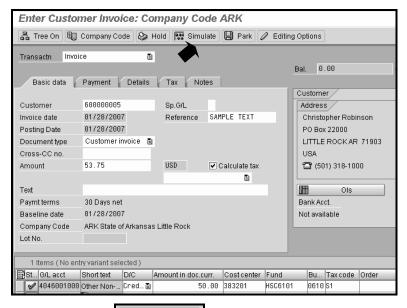
#### 7. <Basic data>

AASIS has calculated the sales tax due, added it to the net amount and filled in the "Amount" field.

#### 8. Review "Amount."

#### **Post Customer Invoice**

Always review your entries and the tax calculations prior to posting the invoice.



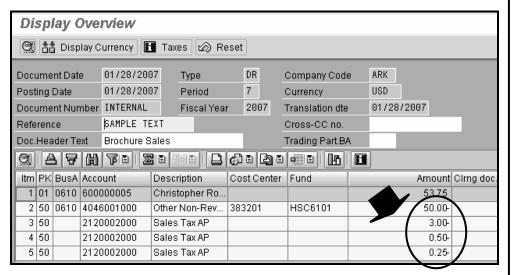
1. <Simulate>





### 11 Essential Transactions

AASIS creates a simulation of the DR document, including a tax breakdown of the total billed amount.



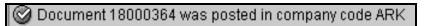
### 2. Review document.

Pay particular attention to the accounting and tax breakdown information.

If everything is correct...



This returns you to the *Enter Customer Invoice* screen (not illustrated). A system message provides you the document number it assigned to the posted invoice (DR document) you have just created.



9. Note document number "18000364."



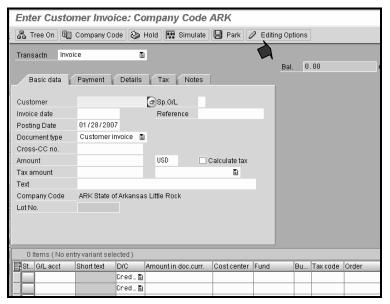


#### 11 Essential Transactions



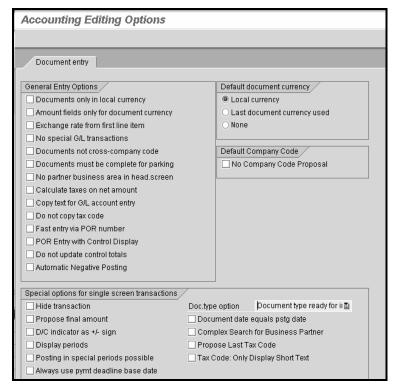
## Calculating Taxes Included In Gross Sales Price: Define Editing Options

To create invoices that calculate tax on gross sales amounts, change your *Editing Options* by following the below steps.



## 1. <Editing Options>

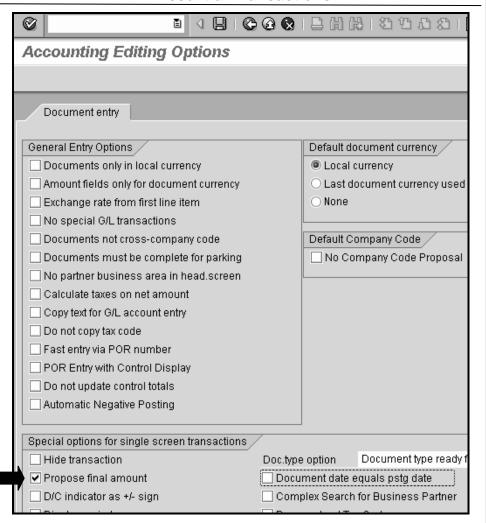
The Accounting Editing Options Screen appears.



For tax calculations on <u>gross</u> sales price, use specific editing options (next page).

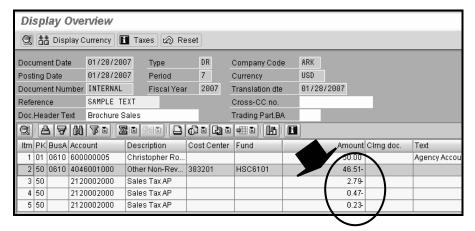






- 2. <Propose final amount>.
- 3. <Save>
- 4. Complete all steps listed on pages 64-68.

Notice the tax breakdown on the revenue line.





#### 11 Essential Transactions



### FBL5N---Customer Line Item Display

Use this transaction to monitor customer account status.

Because we consider this transaction one of the most important reporting tools available to you, we introduce it to you here and provide the basic instruction necessary for running this report.

Then we periodically refer to it again (without repeating the basic instruction we provide here) throughout this chapter. We do this to illustrate the valuable uses it has throughout the AR business cycle.

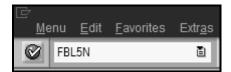
### **Key Points**

Know the document types used in Accounts Receivable.

<b>→</b>	Customer Invoice	DR Document Type
<b>→</b>	Credit Memo	DG Document Type
<b>→</b>	Customer Payment	DZ Document Type
<b>→</b>	Clearing Document	AB Document Type

- Use FBL5N to routinely monitor customer account status.
  - → Open Items---Customer documents that have not cleared.
  - → Cleared Items---Customer documents that have cleared by payment, credit memo or a combination of these documents.
  - → All Items---Includes both open and cleared items
- Routinely review customer accounts for open items.
- Routinely review customer accounts to correct simple text errors preventing clearing BEFORE issuing Account Statements.

### Field Definitions



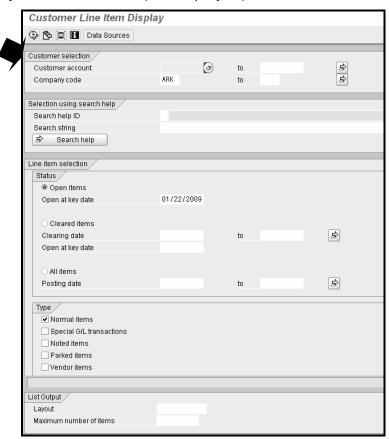
- 1. Enter "FBL5N" in the Transaction Command field.
- 2. <Enter>



#### 11 Essential Transactions

The *Customer Line Item Display* screen appears. Use this screen to define the reporting selection criteria using:

- Displayed Selections
- Dynamic Selections (not displayed)



### About the *Displayed* Selections

This section defines the *visible* selection criteria for the *Customer Line Item Display* screen.

Customer Selection---defines the customer account options available for viewing this report. Provides multiple ways to retrieve and analyze customer account information.

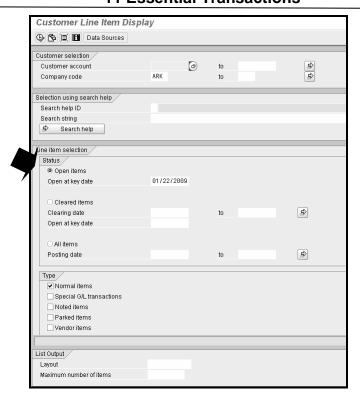
- Customer Account---defines the account number(s) of the customer(s) you wish to view (single or multiple [value] selections).
- Company Code---Defines the State of Arkansas as the system's business entity. Accept the default "ARK" value. If this required field is blank, ALWAYS use ARK.

Selection Using Search Help---offers search assistance to retrieve customer selection values. We do not illustrate using this section because we believe the steps, when considered with all the other options available to you, are redundant.









Line Item Selections/Status---defines the status for the line items you wish to view. Choose of these fields.

- Open Items---displays only open items as of the specified date in the "Open at Key Date" field (defaults to current date). This is the default selection for this report.
- Cleared Items---displays items with clearing dates specified in the "Clearing date" or "Open at Key Date" fields.
- All Items---displays all open and cleared items within the specified posting date or date range defined in the "Posting date" field(s).

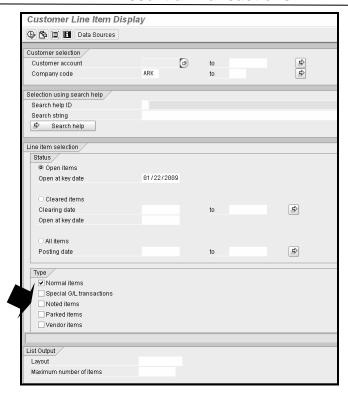
Type Selections---defines the type of AASIS document to retrieve, fitting the above selection criteria. The basic layout of this report appears in other business transactions used for different purposes. We tell you to leave some fields blank here because they are not AR specific.

All of these fields are optional.

- Normal items---tells AASIS to retrieve normal documents associated with the sub-module. In this case, Accounts Receivable. AASIS selects this field by default. Accept this default for almost all AR purposes.
- Special GL Transactions---Leave blank (not used for AR purposes)
- Noted Items---Leave blank (not used for AR purposes)







- Parked Items---Select this optional field if your agency routinely parks customer documents prior to posting and you want to see parked documents. We do not illustrate this selection in this chapter.
- Vendor Items (not used for AR purposes).

List Output---allows you to create a personalized layout, which AASIS uses to retrieve and present report information. All of these fields are optional.

- Layout---allows you to use a personalized layout (report variant).
   See More Customizing Tools in our appendix).
- Maximum Number of Items---restricts the amount of items the report returns.

### About the Dynamic Selections

In this section we explain how to use the *Dynamic Selections* to narrow the report results by business area.



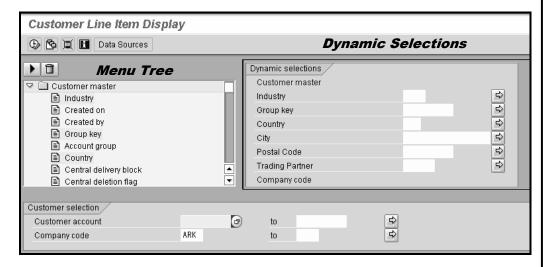
1. <Dynamic Selections>





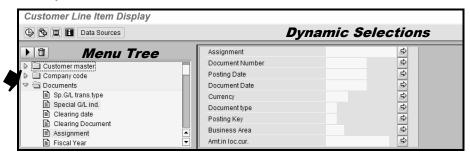


Two (2) *Dynamic Selections* windows appear at the top of the screen, the *Menu Tree (*far left) and *Dynamic Selections* (far right).



The *Menu Tree (left)* defines the category for the *Dynamic Selections* fields on the right.

Take a few minutes and look at the variety of dynamic selections available to you.



- 2. Click (expands a folder) in the Menu tree on the left.
- 3. View the corresponding data selection fields on the right.

In what folder is the Business Area selection field stored?

If you answered the *Documents* folder, you are correct!

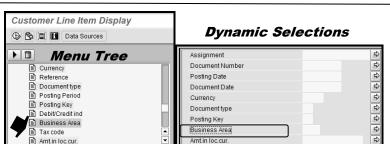
You may need to add "Business Area" to the *Dynamic Selections* window before executing this report.

While this field is not required, if you run this report without identifying a business area, the report results include postings for all agencies. In addition, the run time is exceptionally long.

We show you how to add the "Business Area" to the *Dynamic* Selections (next page) before we begin our instructions for using this report.



### 11 Essential Transactions

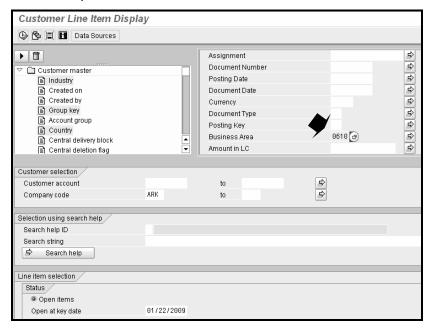


### 4. Double click "Business Area" in the Menu Tree.

(Note: You remove the selection the same way—double click the selection name in the Menu Tree again.)

### **Define Report Selections**

Beginning at the *Customer Line Item Display* screen, we illustrate how to make basic report selections.



### 1. **<Dynamic Selections>**



We use <0610> in our illustration.

Use the scroll bar on the right to find the "Business Area" field. If it's not there, complete Step 4 above.

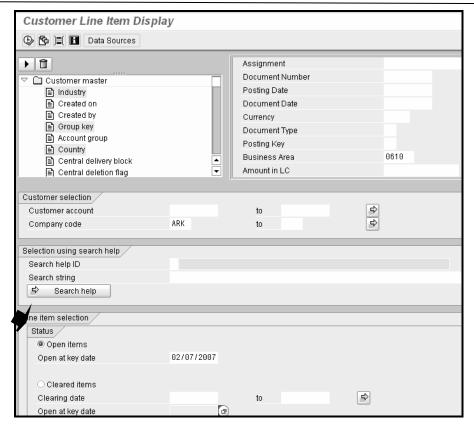
### 3. Customer account (Optional)<#######>

Use this field if you need to restrict the report to specific customers; otherwise leave this field blank (illustrated above) to review account information for your business area.



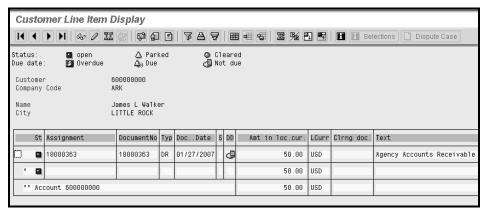






- 4. Company Code: <ARK> or accept default.
- 5. Open Items---Open at key date: <Accept Default>
- 6. *<Execute>*

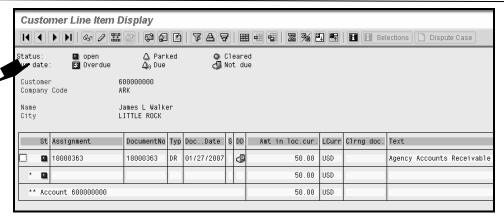
The Customer Line Item Display screen shows *open items* for all customer accounts containing postings for BA 0610.





# Notes

### 11 Essential Transactions



### About The Report Layout

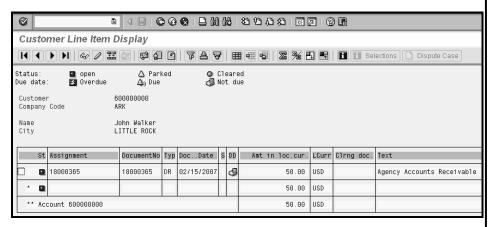
This view can vary if you create and set a default layout in the "Layout" field on the selections screen. Here you see the standard default layout. This lists *Open* items and contains the following fields:

- Customer---Lists the customer information in a header format for the items listed below it.
- St---defines the document status. In this example, we see only open items.
- Assignment---the assignment number from the displayed document line item.
- DocumentNo [Document Number]---assigned by AASIS when the document is created.
- Type---defines the Document Type, telling you if it is an invoice, payment, credit memo, or clearing document.
- Doc. Date---contains the invoice date.
- S [Special GL Indicator]---currently not used
- **DD** [Due Date]---contains the date payment is due.
- Amt. in. loc. Cur [Amount In Local Currency]---contains the document amount.
- Cirng [Clearing] Doc---contains the clearing document number.
   This field populates if the report includes cleared items. In our example here, we did not run the report for cleared items.
- Text---contains reason code or header text information on the customer line.
- [Account] Total---contains total net amounts for the customer account.
- Grand Total— appearing at the bottom of the report, thiscontains the total net amounts for all listed customer accounts.



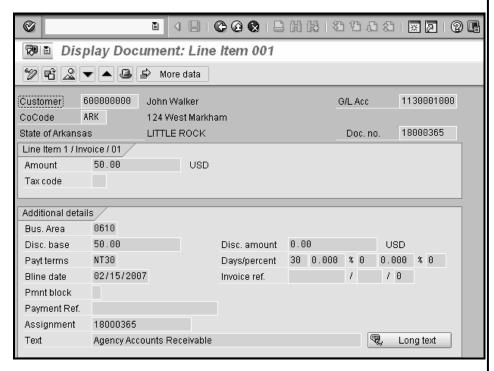


### **Review Document Details**



#### 1. Double click "DR" line.

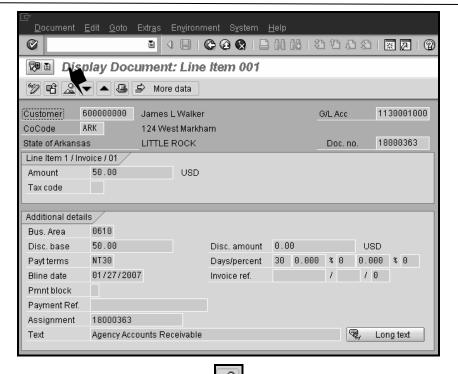
The *Display Document: Line Item 001* screen appears, displaying the customer line item details.



If you want to see the customer line <u>and</u> the revenue line, complete the following steps.

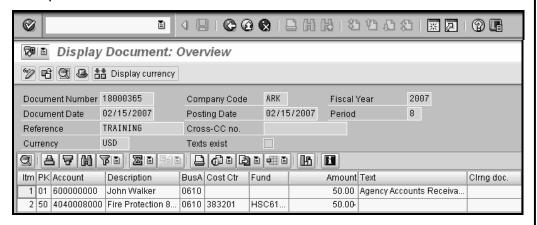






### 2. <Document Overview>

The *Display Document: Overview* screen appears. Use this screen to view/print *Customer* and *Revenue Line Item* information.



Print a hard copy:

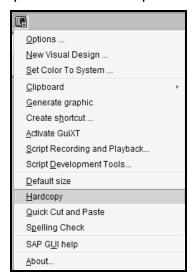
### 3. <Customizing Local Layout>







This expands the menu options.



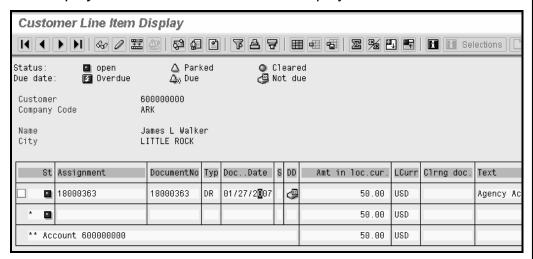
### 4. <Hardcopy>

This prints a copy of the displayed screen fields.

If you have not set your document layout to display the above fields and want to view/print additional revenue details double click the "Revenue" line and completes 3 and 4 above.

# 5. <Back>

The Display Customer Line Item screen displays.



We return to this transaction in this chapter. For now, remember this:

FBL5N is the most valuable reporting tool designed to help you monitor the status of customer items.



#### 11 Essential Transactions



### **ZINVC---Customer Invoice and Credit Memo Print Program**

Use this transaction to create the customer's copy of the invoice and/or credit memo.

### **Key Points**

- Uses both required and optional selection fields.
- Uses selection fields to define the invoice(s) or credit memo(s) you want AASIS to retrieve and format into a printable document (customer's copy).
- Allows you to preview selected invoice(s)/credit memo(s) before printing.
- ALWAYS use an AASIS network printer. Using a printer other than a network printer can result in print format problems.

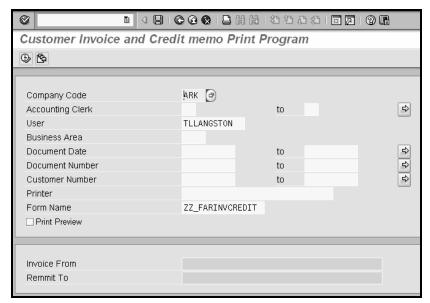
### Field Definitions



1. Type "ZINVC" in the Transaction Command field.



The Customer Invoice and Credit memo Print Program screen appears. Use this screen to define the invoice/credit memo information you wish to print.

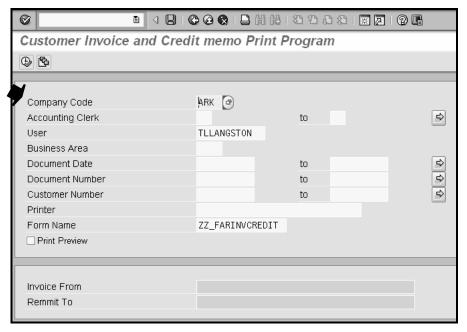


We define the above selection fields beginning on the next page.



# Notes

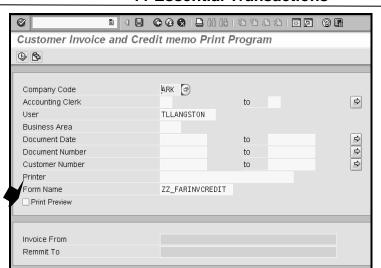
### About ZINVC Selections



- Company Code---defines the highest level business entity "ARK."
   Accept this default. This is a required field.
- Accounting Clerk---Not applicable to AR.
- User---restricts the invoices/credit memos to those posted by the user whose name is listed in this field. This field defaults with your user id listed. This is an optional field we do not recommend for the following reasons:
  - → If multiple users create invoices/credit memos in your agency, using this field selection excludes the information created by anyone other than the current user.
  - → If your agency process requires an invoice be parked before posting it, using this field can create confusion.
- Business Area---defines the billing agency. This is a required field.
- Document Date---defines the posting date or date range for the invoice(s)/credit memo(s) you wish to print. We recommend using this optional field. If you do not use this field, all open invoices, regardless of age, print.
- **Document Number---**restricts the selection by specific document number(s) or number range. This is an optional field.
  - **Customer Number---**restricts the selection by specific customer account(s). This is an optional field.
- Printer---defines the <u>network</u> printer used to print the documents. This is a required field and is CASE SENSITIVE.
- Form Name---defines the document template used for formatting.
   Accept the "ZZ\_FARINVCREDIT" default.



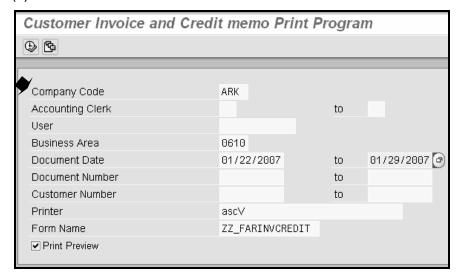




- **Print Preview-**--allows the user to preview the documents before printing. This is an optional field.
- Invoice From---defines the address of the billing entity that appears on the printed document. This is a required field.
- **Remit To-**--defines the mailing address for payment submission. This is a required field.

### **Create Customer Invoices & Credit Memos**

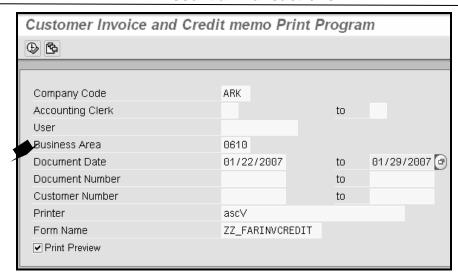
Beginning at the *Customer Invoice and Credit memo Print Program* screen, we illustrate how to print customer copies of invoice(s)/credit memo(s).



1. Company Code(Required): Accept "ARK" Default.







2. Document Date(Recommended): <##/##/###>

Our illustration uses the date range <01/22/2007> to <01/29/2007>

3. *Printer* (Required): <###>

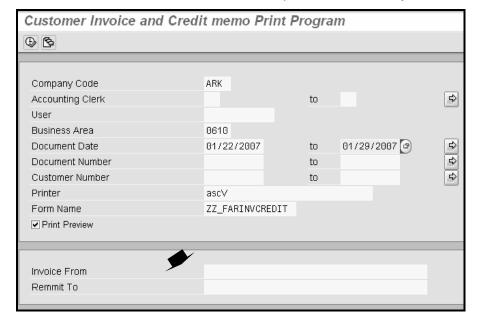
Our illustration uses <ascV>.

- 4. Form Name (Required): Accept "ZZ\_FARINVCREDIT"
  Default
- 5. <Print Preview>

Our illustration selects the preview option.

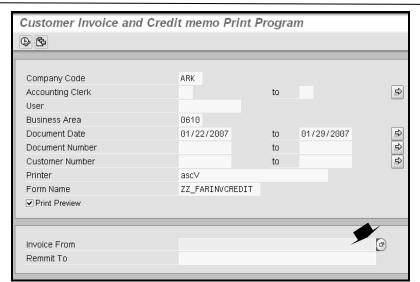
6. <Enter>

The "Invoice From" and "Remmit To" fields open for data entry.





### 11 Essential Transactions



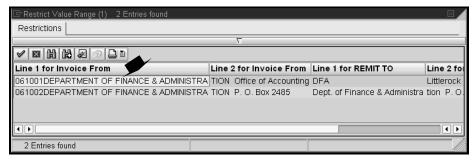
7. Invoice From: Click in the field.

This activates the "Possible Entries" icon for this field.

8. < Possible Entries>



The selections available for the agency display.



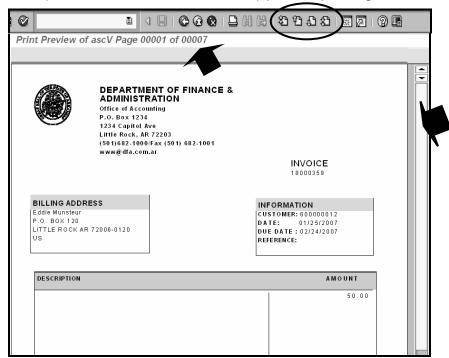
- 9. Invoice From (Required): Double Click <Address>
- 10. Remmit To: (Required): Repeat Steps 8-10 above.
- 11. <Execute>





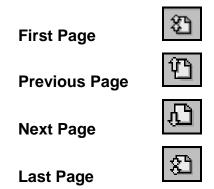
#### 11 Essential Transactions

The *Print Preview of ...* screen displays. Use the screen to review the documents (invoices and/or credit memos) prior to printing them.



### Using the Print Preview Screen

- Use the screen header information to determine how many documents have displayed and will print to the network printer.
  - In the above example, the header tells us we are looking at document 1 out of 7 documents available for preview.
- Use the scroll bar on the far right of the screen to view the entire document.
- Use the "Page" icons to view different documents. (The scroll bar will not take you to a new document)

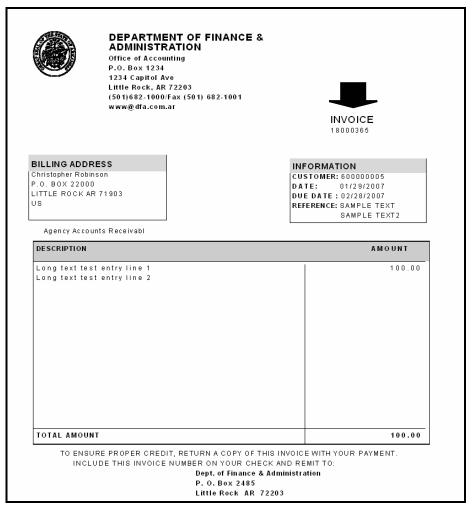








### About The Document Format

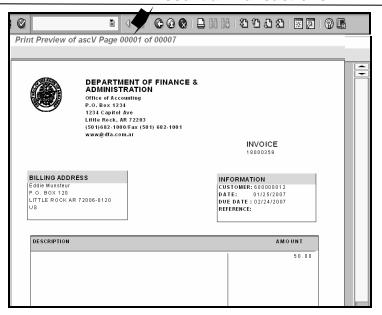


- Address information from the "Invoice From" field appears at the top of the document.
- Document type (Invoice or Credit Memo) appears in the top right margin. The document number displays directly below this.
- Customer mailing information appears in the Billing Address section (far left).
- Additional Information, including text entries made in the "Ref Key 1 & 2" fields on the *Details* tab in FB70, appears in the *Information* section (far right).
- Reason Code text appears above the Description section.
- Short or Long Text entries made on the GL line appears in the Description section.
- Billing amounts appear in the Amount section.
- Address information from the "Remmit To" field appears at the bottom of the document.



### 11 Essential Transactions

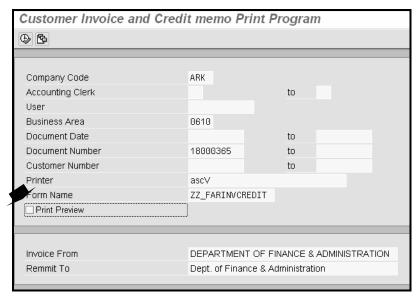




If the document content is correct...



The Customer Invoice and Credit memo Print Program screen appears again.



### 13. Uncheck "Print Preview."

# 14. <Execute>

The print job to the network printer starts. It may take several moments to print. Be patient.

We illustrate making basic document corrections later in this chapter.



# Notes

### 11 Essential Transactions

#### FB75—Enter Customer Credit Memo

Use this transaction to issue adjustments to original billing amounts posted to customer accounts.

Note: This is a park only transaction and requires two people to complete the posting process.

### **Key Points**

- Remember: the person who creates the invoice cannot create credit memos. To do so presents a conflict of interest.
- Remember: because this is a park only transaction, the user who reviews and posts the credit memo should never make changes to the document.
- Understand: a user can park (save) an incomplete credit memo and complete it another time. Under these conditions, use FBV2 to complete data entries.
- Know the credit memo debits and credits. When you create a customer credit memo, you credit the customer and you debit the GL revenue account.
- Understand: with FB75, AASIS defines the posting keys (credits/debits) for you. This will not always be so with other transactions.
  - The posting key information appears on the posted document. Posting key 11 displays on the customer line and posting key 40 displays on the GL line.
- Use the invoice document number in the "Invoice Reference" field of the credit memo to establish the accounting relationship between the two documents and to ensure automatic clearing of customer items.
- Use the same accounting information (Revenue, Cost Center, Fund, and BA) from the invoice on the credit memo.
- Use tax calculation settings only if the invoice included tax calculations.
- Understand the role of system message, "Invoice Reference Number Missing" when completing this transaction.

### Field Definitions

Although used for a different business purpose, the *Credit Memo* uses the same data entry fields as the customer invoice. See pages 39-42 for field definitions.



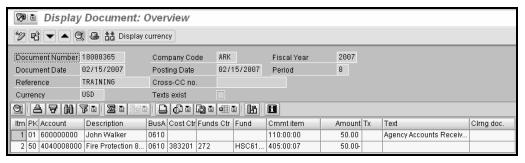




# Create Document Header Text & Customer Line Item Detail

Before beginning the credit memo entry, you may find it helpful to print a hard copy of the document (invoice) overview. Use the invoice to reference the accounting information required on the credit memo.

If you know the document number, you can use *FB03---Display Document*.



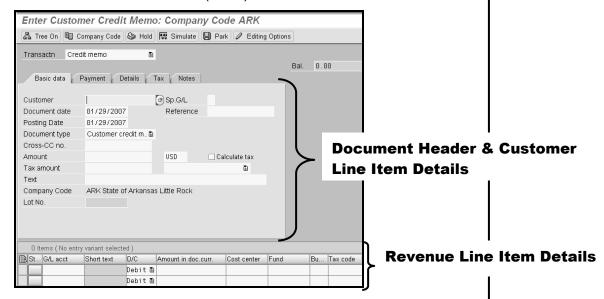
We use the above invoice (#18000365) as the reference in our illustration.



### 2. Type "FB75" in the Transaction Command field.

### 3. **<Enter>**

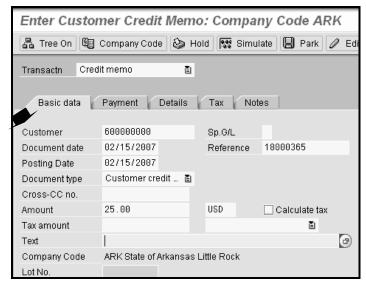
The Enter Customer Credit Memo screen appears. Organized like the customer invoice, use the Basic data, Details and Payment tabs to create document header and customer (credit) line item detail and the bottom section to create revenue (debit) line Item detail.





### 11 Essential Transactions





4. Customer (Required)---<#######>

Our illustration uses <600000000>.

Use the customer account number from the original invoice.

5. Document date (Required)---<##/##/###>

Our illustration uses <02/15/2007>.

This date can be the same as or different from the entry and/or document dates.

6. Posting Date (Required)---<##/##/##

Our illustration uses <02/15/2007>.

This field defaults using the current date but can be changed as long as the date is within the current fiscal period.

- 7. Document type (Default)---Accept "Customer credit memo" default
- 8. Reference---<Optional Text>

Our illustration uses <For #18000365>.

Although not required, we believe the above "Reference" field entry is helpful. If you need to research this document in the future, you can quickly (no drill down required) see what invoice the credit memo references.

9. Amount---<\$\$\$>

Our illustration uses <25.00>.

10. Text---<Optional>

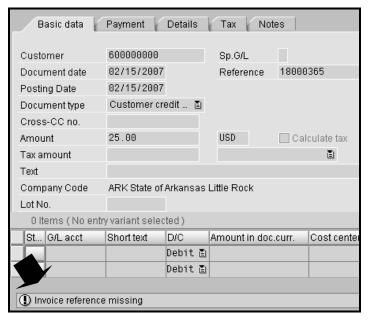
Our illustration leaves this field blank. Allowing the *Reason Code* description to default here.

11. < Details Details



#### 11 Essential Transactions

The *Basic data* tab fields close (grayed out) and the system message "Invoice reference missing" appears at the bottom of the screen.

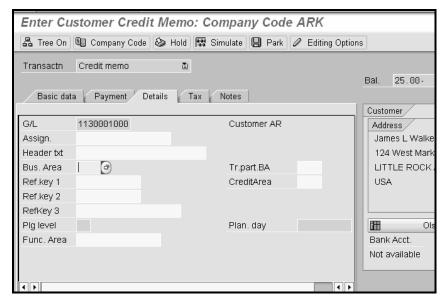


Designed to remind you about the importance of entering the invoice document number in the "Inv Ref" field on the *Payment* tab, you must press enter each time this message appears before you can proceed.

Note: This message appears until you enter the invoice reference number on the *Payment tab*.

#### 12. **<Enter>**

The system message closes and the *Details* tab fields display, open for entry.

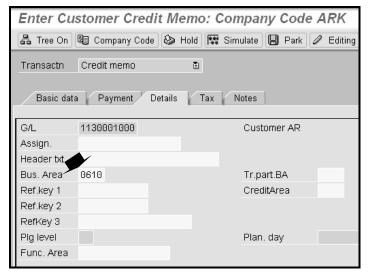








### 11 Essential Transactions



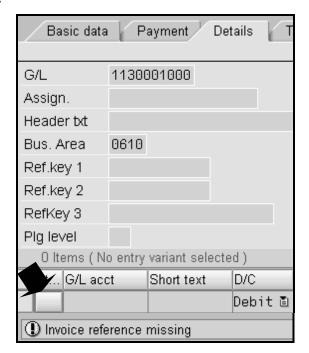
### 13. Bus. Area (Required)---<###>

Our illustration uses <0610>.

### 14. <Payment>

If the original invoice contains text in any of the "Ref Key" fields, enter the same data here. (Not illustrated: Our reference invoice does not contain text in these fields.)

As we mentioned on the previous page, the fields close and the system message "Invoice reference missing" appears at the bottom of the screen. Remember, this will happen until you complete the "Inv ref" field.

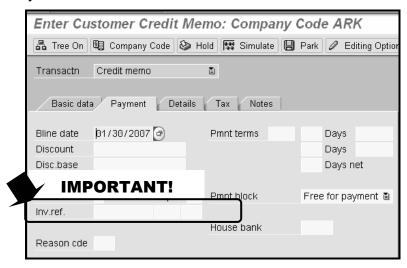


#### 15. < Enter >



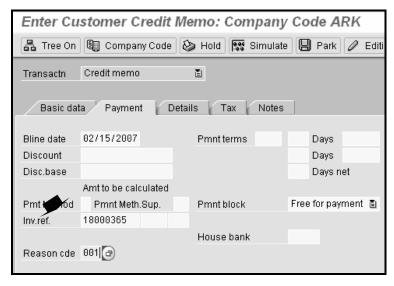


The system message closes and the *Payment* tab fields display, open for entry.



IMPORTANT: The *Payment* tab contains the "Inv. (Invoice) ref (reference)" field.

This field supports the automatic clearing functions. Failure to complete this field prevents AASIS from performing the clearing functions it is designed to do.



### 16. Inv.ref (Required): <#######>

Our illustration uses <18000368>.

### 17. Reason cde (Required): <###>

Our illustration uses <001>.

If the original invoice contains a *Reason Code* in the "Reason cde" field, enter the same code here.

### 18. **<Enter>**



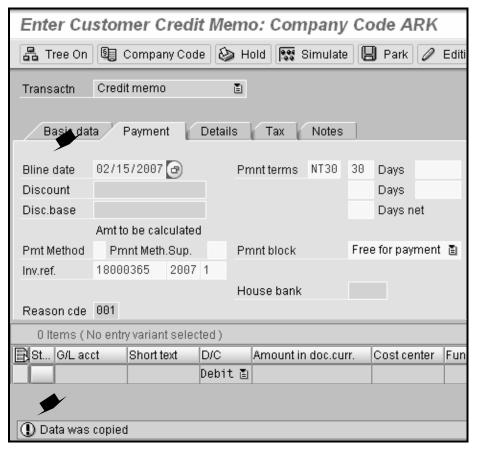
### 11 Essential Transactions



AASIS copies information from the original invoice into specific open fields, closes all other fields to entry and displays a system message at the bottom of the screen informing you of this action.

The updated fields (entries appear in red) are listed below:

- 1. Bline Date
- 2. Pmnt terms
- 3. Inv ref—fiscal year and fiscal period



### 19. **<Enter>**

This opens fields for data entry, allowing you to create revenue line item entries next. The "invoice reference number missing" message will no longer appear.



#### 11 Essential Transactions



### **Create Revenue Line Item Detail**

If the original invoice contains multiple revenue lines, use the credit memo to adjust only those lines that require adjustment.

In this section, we adjust (create) one revenue line in our illustration.

	O Items (No entry variant selected)											
1		St	G/L acct	Short text	D/C	Amount in doc.curr.	Cost center	Fund	Bu	Tax code		
			4031016000		Debit 🖺	25.00	383258					
					Debit 🖺							

### 1. G/L acct (Required): <Acct #>

Our illustration uses <4041011000>.

Use the revenue account number from the original invoice.

- 2. D/C (Default): Always accept the "Debit" default.
- 3. (Adjusted) Amount (Required): <\$\$>

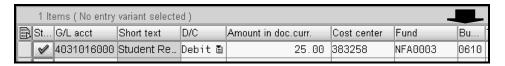
Our illustration uses <25.00>.

4. *Cost center* (Required): <#####>

Our illustration uses <383201>.

Use the cost center from the original invoice.

#### 5. < Enter>



The cost center derives the Fund and Business Area information.



### 6. Verify a -0- balance in the "Bal" field.

If your agency uses *Internal Orders* or *WBS Elements* to capture reporting information on customer invoices, enter that information in the corresponding fields next.

### Reminder: Optional Entries

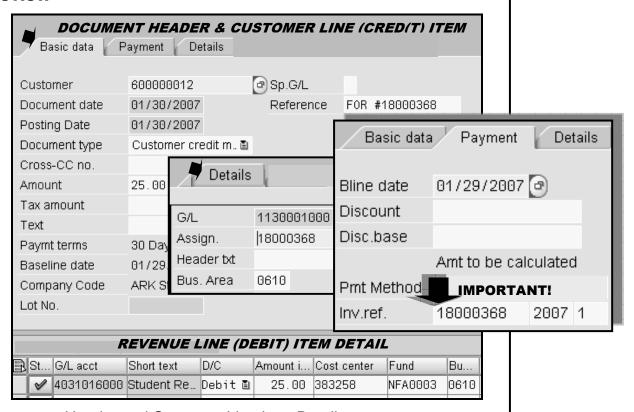
Be sure to use the same *Internal Order* and/or *WBS Element* on the original invoice. We do not include entries for these fields in our illustration.

Refer to pages 52-55 if you wish to make a long text entry on the *Revenue* line.





### **Review**



### **Document Header and Customer Line Item Detail**

- We used the Basic data, Detail and Payment tabs to enter information for both the customer line item detail and the document (DG) header text.
- 2. We used the "Customer Account" number from the original invoice in the "Customer" field on the *Basic data* tab.
- 3. We used the "Reference" field on the Basic data tab to help create an efficient audit trail that supports future research needs.
- 4. We noted system messages (informational) and used the "Enter" key to open fields for data entry after the informational message appeared.
- 5. We made <u>absolutely certain</u> to enter the *Customer Invoice Number* in the "Inv.ref." field on the *Payment* tab.

### Revenue Line Item Detail

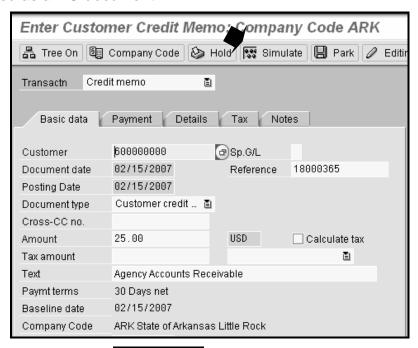
- 5. We used the same accounting information (Revenue, Cost Center, Fund and Business Area) from the original customer invoice to make adjustments to the appropriate accounts in the appropriate amount.
- 6. We verified the total credits and debits balanced to zero.
- 7. We let the *Cost Center* derive the fund and business area information





#### Park Credit Memo

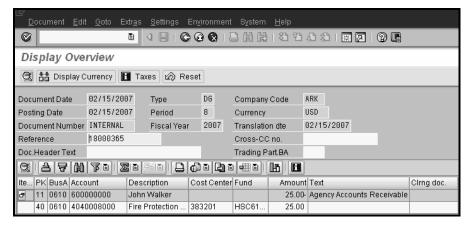
We mentioned in our key points that FB75 is a "Park Only" transaction. Parking a transaction tells AASIS to save the financial data you have entered as a DG document.



1. <Simulate>

### 2. <Enter>

AASIS creates a simulation of the DG document you have created.



#### 3. Review document.

Verify the accounting information (Customer #, GL, Cost Center, Fund) is the same as the accounting information on the original invoice.

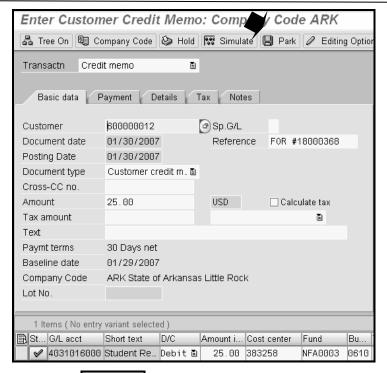
### 4. <Back>

If appropriate, make and confirm corrections (not illustrated).





### 11 Essential Transactions



5. <Park>

A system message gives you the document number of the parked credit memo (DG document) you have just created.



- 6. Note document number "16000001."
- 7. Provide the document number to the user with posting authority, allowing them to review your entries prior to posting them.



#### 11 Essential Transactions



### **FBV2---Change Parked Document**

Use this transaction to change items in a *parked* document or to delete the document entirely.

### **Key Points**

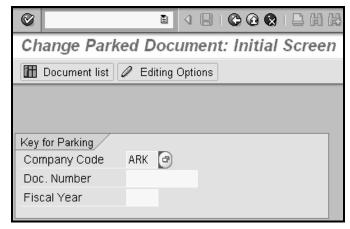
- Use only with parked documents.
- System controls are designed to block posting by referencing the user id of the last person who modifies a parked document.
- Avoid making changes to parked document(s) if you are responsible for posting the document(s).

### Field Definitions



- 1. Type "FBV2" in the Transaction Command field.
- 2. <Enter>

The Change Parked Document: Initial Screen appears. Use this screen to define the document you want to change or delete.



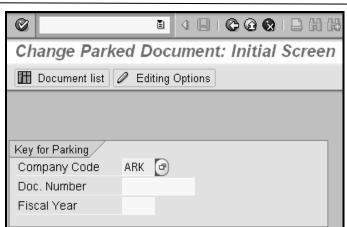
About the Change Parked Document: Initial Screen

Use this icon to display standard selection fields used to define document list criteria. We explain the *Document list* function later in this chapter.

Use this icon to display/change *Document Entry* settings currently saved to your user master record. (Not illustrated)





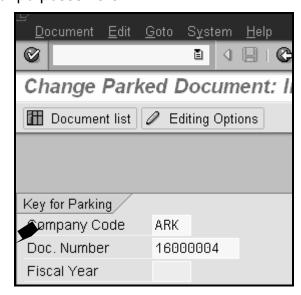


Key for Parking---Use this section to define document information.

- Company Code---defines the highest level business entity "ARK." Accept this default.
- Doc. (Document) Number---defines the document number for the document you wish to retrieve. This is a required field.
- **Fiscal Year**—defines the *Fiscal Year* of document creation. This is an optional field.

### **Change A Parked Document**

Beginning on the *Change Parked Document: Initial Screen*, we illustrate making changes to a parked credit memo. We created a new document for our purposes here.

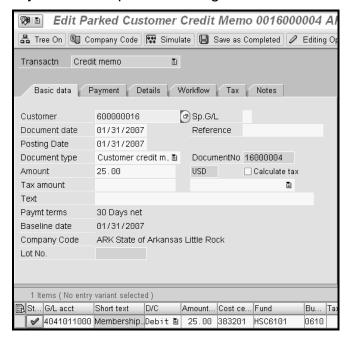


- 1. Doc. Number (Required): <######>
  Our illustration uses <16000004>.
- 2. <Enter>

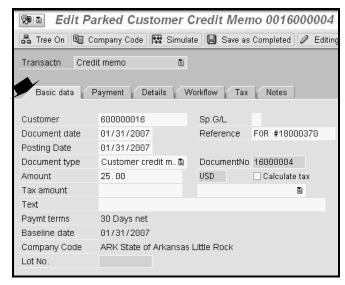


### 11 Essential Transactions





We start our changes on the Basic data tab.



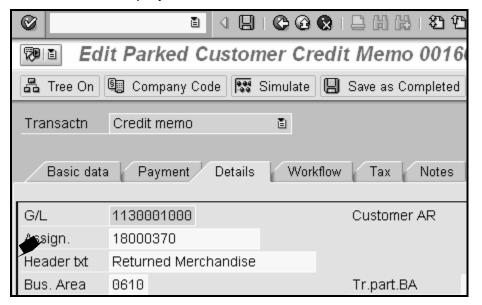
- 3. Reference(Optional): <16 alpha/numeric limit>
  Our illustration uses <For #18000370>.
- 4. <Details> Details







The Details tab fields display.



- 5. Header txt(Optional): <25 alpha/numeric limit>
  - Our illustration uses <Returned Merchandise>.
- 6. <Save>

The Change Parked Document: Initial Screen displays and a system message appears acknowledging the document was changed.



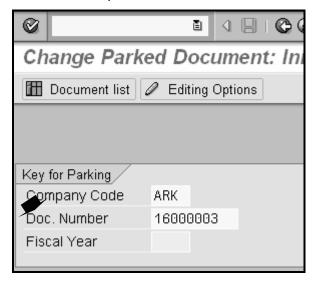


#### 11 Essential Transactions



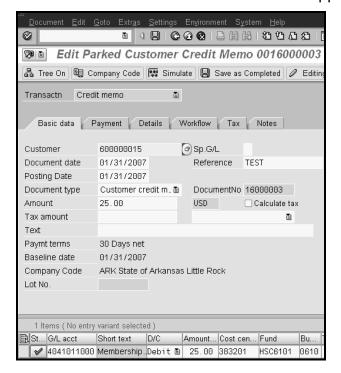
### **Delete A Parked Document**

Beginning on the *Change Parked Document: Initial Screen*, we show you how to delete a parked document.



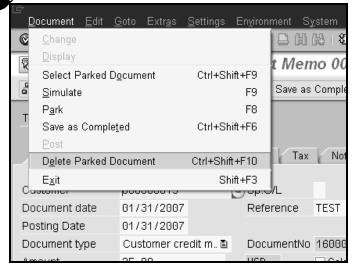
- 1. *Doc. Number* (Required): <######>
  Our illustration uses <16000003>.
- 2. **<Enter>**

The Edit Parked Customer Credit Memo screen appears.



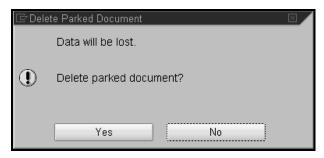






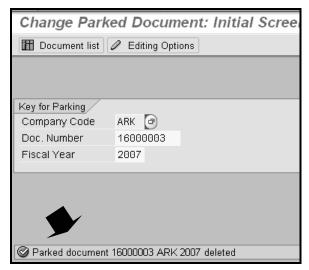
#### 3. <Document><Delete Parked Document>

A system message appears, asking you to confirm you wish to delete the document.



#### 4. <Yes>

The Change Parked Document: Initial Screen displays and a system message appears acknowledging AASIS deleted the document.





#### 11 Essential Transactions



#### FBV0---Post Parked Document(s)

Use this transaction to review and post (approve) parked documents.

#### **Key Points**

- Use display mode to review the parked document.
- Review for correct accounting information
  - → Customer Account
  - → Business Area
  - → Amount Balances
  - → Revenue Account
  - → Cost Center
  - → Fund
- Ask the person who created the document to make necessary changes.
- Use update mode (post/delete) to post a reviewed document.

#### Field Definitions



1. Type "FBV0" in the Transaction Command field.

## 2. <Enter>

The *Post Parked Document: Intial Screen* appears. Use this screen to define the type of action you are performing and document or documents associated with that action.



The selections on this screen are the same as illustrated for FBV2.

We define the available fields under *Document List* after we show you how to review a single parked document.

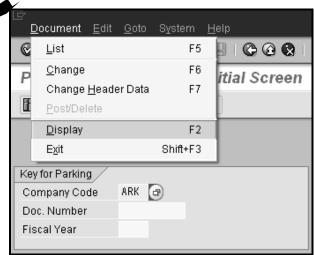


#### 11 Essential Transactions



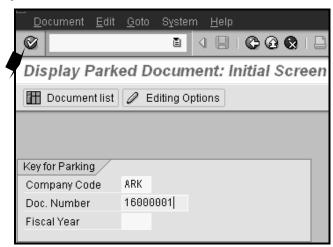
#### **Review The Parked Document**

Beginning on the *Post Parked Document: Initial Screen*, we illustrate using the display mode to review a parked credit memo.



#### 1. <Document><Display>

This changes the transaction mode to display only and allows you to review the parked document. Notice the screen name changes to Display Parked Document: Initial Screen.

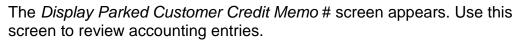


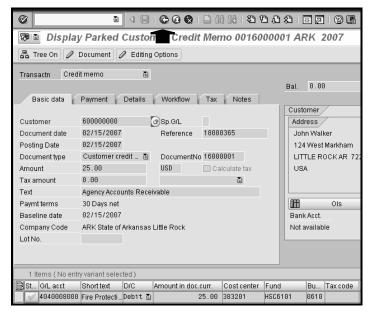
- Company Code (Required/Default): Accept default <ARK>
- 3. *Doc. Number* (Required): <######>.

  Our illustration uses <16000001>.
- 4. <Enter>



#### 11 Essential Transactions





#### 5. Review document entries.

Pay particular attention to the "Inv. Ref" field on the *Payment* tab. Does it contain the original invoice number?

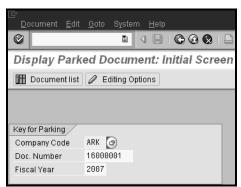
Is the accounting information (Revenue Account, Cost Center, Fund) correct? Is the balance -0-?

If you discover errors exist in the document, continue through step 5 and contact the person who created the document (in this illustration a credit memo) and ask them to make the necessary changes prior to posting the document.

Our illustration assumes the document is error free.

## 6. <Back>

The *Display Parked Document: Initial Screen* appears, displaying the document number in the "Doc. Number" field for the credit memo you just reviewed.





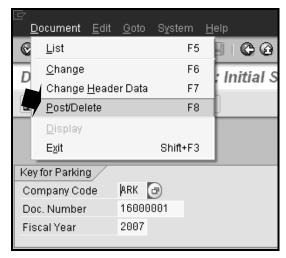


#### 11 Essential Transactions



#### **Post The Parked Document**

Beginning on the *Displayed Parked Document: Initial Screen*, we illustrate using the update mode to post a parked credit memo.



#### 1. <Document><Post/Delete>

This changes the transaction mode to update and allows you to post or delete the parked document. Notice the screen name changes to *Post Parked Document: Initial Screen*.

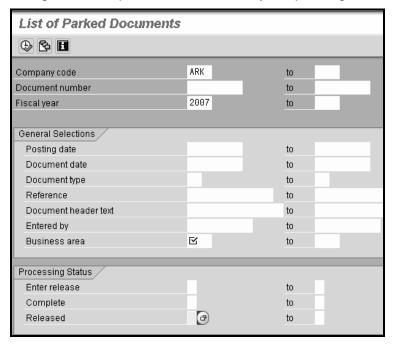


### 2. < Document list > Document list



#### 11 Essential Transactions

The *List of Parked Documents* screen appears. Use this screen to retrieve single or multiple documents ready for posting.



#### About the List of Parked Documents Screen

- Company code---defines the highest level business entity "ARK."
   Accept this default.
- Document number---restricts selections by assigned document numbers. Use this field to retrieve single or multiple documents ready for posting.
- **Fiscal year---**restricts selection to documents created in the current fiscal year. This is an optional field.

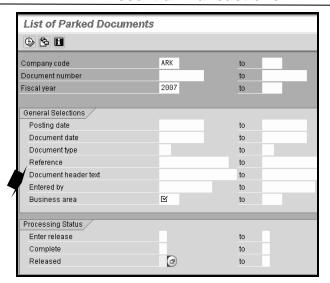
General Selections---Provides additional selections for document retrieval.

- Posting date---restricts selections by the date in the "Posting Date" field of the parked document. Use this optional field to retrieve single or multiple documents ready for posting.
- Document type---restricts selections based by document type (DR, DG, AB...). Use this optional field to retrieve single or multiple document types ready for posting.
- Reference---restricts selections based on text entries made in the "Reference" field on documents. Use this optional field to retrieve single or multiple documents containing identified text entries. Note: All reference entries must match exactly.
- Document header txt--- restricts selections based on text entries made in the "Header Text" field on various documents. Use this field to retrieve single or multiple documents ready for posting. Note: All header text entries must match exactly.





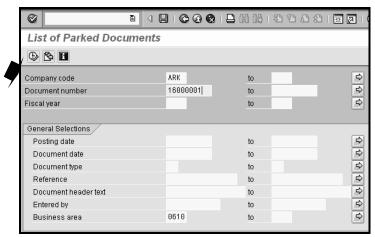
#### 11 Essential Transactions



- Entered by---restricts selections to documents created by specific users. Use the "User ID" in this optional field to retrieve documents created by this person.
- Business area---restricts selections to the responsible agency.
   This is a required field.

*Processing Status*—These selections are specific to workflow functions and are not applicable to *Accounts Receivable*.

Now that we have defined the *Document List* selection fields, we illustrate using them to post a single document.

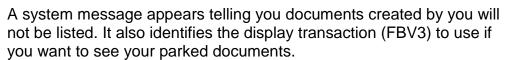


- Company Code (Required/Default): Accept default <ARK>
- 2. Document Number (Optional): <#######>
  Our illustration uses document <16000001>.
- 3. Business Area: (Required): <###>
  Our illustration uses <0610>.
- 4. <Execute>





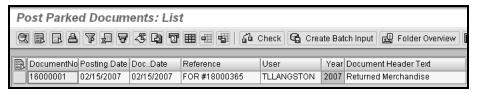
#### 11 Essential Transactions



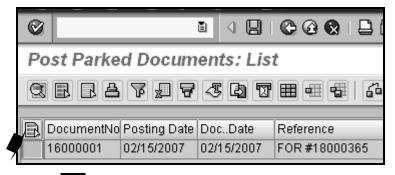




The *Post Parked Documents: List* screen appears. Use this screen to post single or multiple documents you have reviewed.



Before you can post a document, you must first select the document line.



### 6. Click Document Line ready for posting.

This selects (highlights) the line.



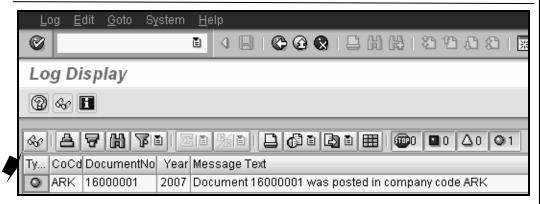
The Log Display screen appears. Use this screen to verify posting status for selected documents.







#### 11 Essential Transactions



#### About the Log Display Screen

- Use the "Type" field to determine posting status.
  - → Green Light---Successful posting
  - → Red Light---Document posting error(s)
- Use the "Message Text" field to review message text associated with the posting status.
- 8. Review log (follow up if appropriate).

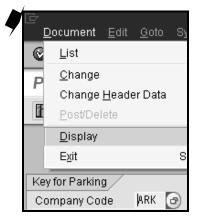
#### **Review Multiple Parked Documents Before Posting Them**

We illustrate posting multiple parked documents next.



- 1. Type "FBV0" in the *Transaction Command* field.
- 2. <Enter>

The *Post Parked Document: Initial Screen* appears. Use this screen to define the document or documents you want to review before posting.



3. <Document><Display>



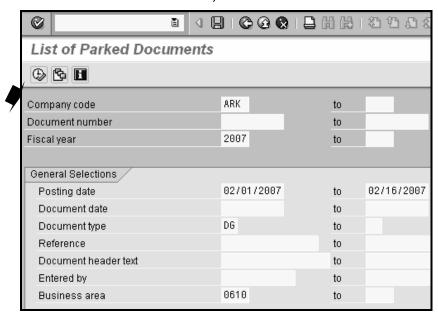
# Notes

#### 11 Essential Transactions





The List of Parked Documents screen appears. In this illustration, we use a posting date range to retrieve multiple parked documents. (See pages 112-113 for field definitions).



- 5. Company code (Required/Default): Accept default or <ARK>
- 6. Posting date (Optional): <##/##/##
  - Our illustration uses <02/01/2007> to <02/16/2007>
- 7. Document type (Optional): <##>

Our illustration uses <DG>

8. Business area (Required): <###>

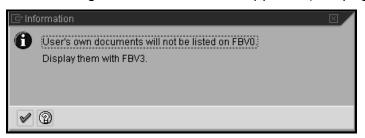
Our illustration uses <0610>

9. <Execute>



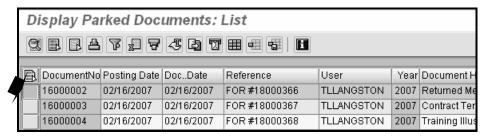
#### 11 Essential Transactions

A standard message for this transaction appears (see page 114).



### 10. <Enter> ₩

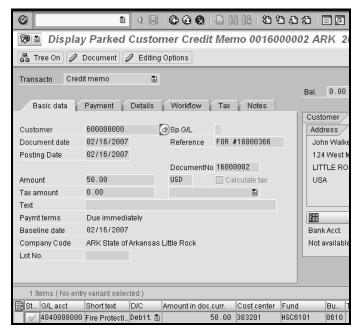
The *Display Parked Documents: List* screen appears, displaying all *DG* documents parked for this business area within the specified date range.



#### 11. Double Click Document Line.

Our illustration uses <16000002> line.

The Edit Parked Customer Credit Memo screen displays.



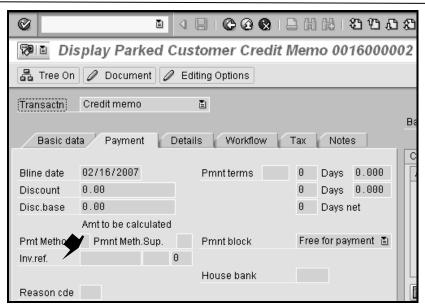
#### 12. Review document entries.

This document is missing the original invoice number in the "Inv.ref" field.



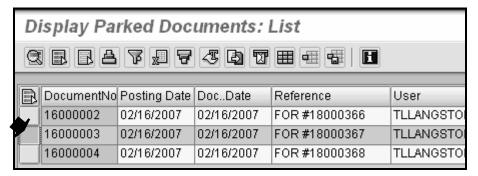






- 13. Note the document number (screen title) to request corrections from the user who created the document before posting it.
- 14. <Back>

The Post Parked Documents: List screen appears.



9. Continue document review (Repeat steps 11-14 for each document.



#### 11 Essential Transactions

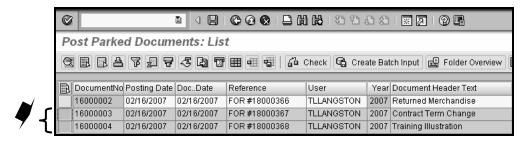


#### **Post Multiple Parked Documents**

Before you can post mulitple documents, you must first change the transaction mode from "display" to "update." Follow steps 1-2 on page 110 before completing the following steps.

Beginning at the *Post Parked Documents: List* screen, we illustrate posting mulitple documents next.

Remember; document # 16000002 contained an error and is not ready for posting.



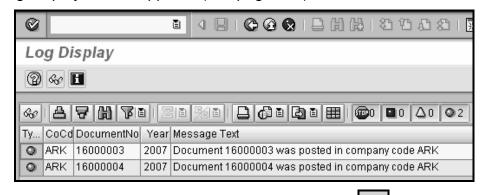
## 10. <Control Key> Click each *Document Line* ready for posting.

Select multiple document lines by holding the "Control Key" down each time you "Select" (click) an individual line.

This selects (highlights) each line.

## 11. <Post>

The Log Display screen appears (see page 116).



To select all listed documents, use the "Select All" icon instead o clicking each individual line.





#### 11 Essential Transactions



#### FB02---Change (Posted) Document

Use this transaction to change *text* entries in a posted document.

#### **Key Points**

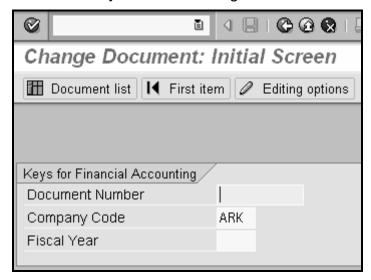
- Restricts changes to text entries on posted documents.
   Accounting information, including but not limited to, revenue account, cost center, fund and amount cannot be changed once a document is posted.
- Identifies fields open for change by using a white field background.

#### **Definitions**



- 1. Type "FB02" in the Transaction Command field.
- 2. <Enter>

The *Change Document: Initial Screen* appears. Use this screen to define the document you want to change.



For definitions of fields appearing here, see pages 102-103. For field definitions appearing upon selecting "Document list," see pages 112-113.

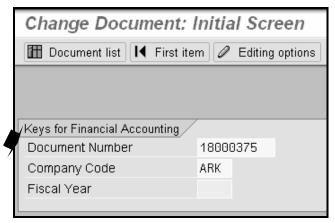


#### 11 Essential Transactions



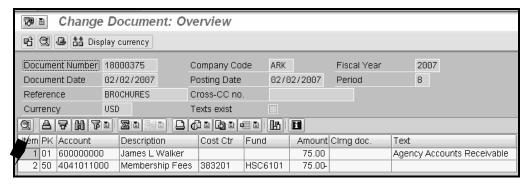
#### **Make Changes To (Posted) Document**

Beginning at the *Change Document: Initial* screen, we illustrate changing 2 text fields in a posted document.



- 1. *Doc. Number* (Required): <######>
  Our illustration uses <18000375>.
- Company Code (Required/Default): Accept default or <ARK>
- 3. **<Enter>**

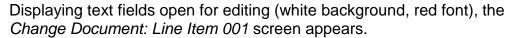
The *Change Document: Overview* screen appears. Use this screen to access document detail fields open for changes.



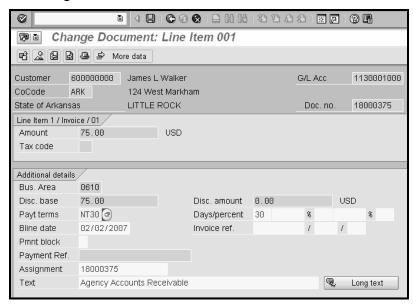
4. Double Click Customer Line.



#### 11 Essential Transactions

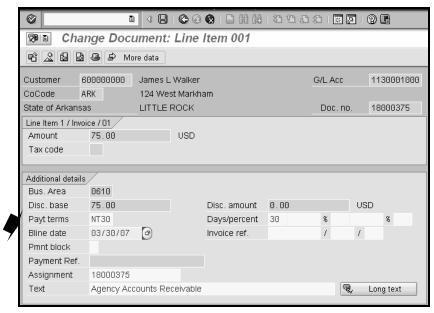


Next, we change the "Bline date" and "Header Txt" in our illustration.



For illustration purposes, we pretend the agency has decided to extend the due date on this posted invoice. We also want to add text to document the reason for the change.

To accomplish this, we change the "Bline date" and "Header Txt" fields.



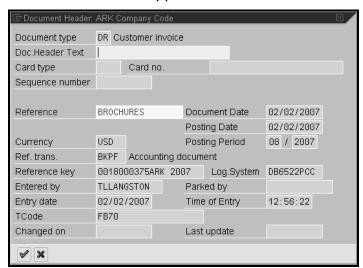
- 5. Change *Bline date* from <02/02/2007> to <03/30/2007>
- 6. < Document Header>







Displaying the "Doc. Header Text" and "Reference" fields, the *Document Header* screen appears.





#### 7. Change Doc. Header Text (Optional)

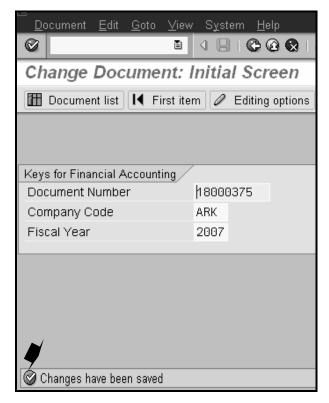
Our illustration used <Exten Approved 02/02/2007>

- 8. <Enter>₩
- 9. <Save>



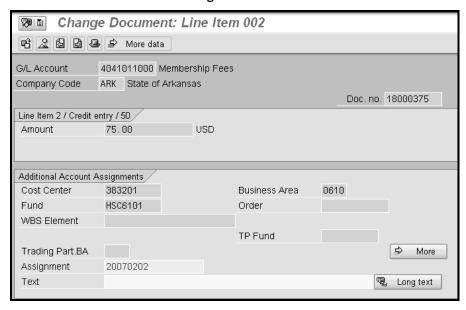


The *Change Document: Initial* screen appears, displaying a message at the bottom.



#### About the GL (Revenue) Line

Below, we have selected the GL line following steps 1-4 on page 120. Notice the closed accounting fields.



If you discover an error in an accounting field, you must reverse the posted document and re-enter the correct account information on a new document. We show you how to do this next.



#### 11 Essential Transactions



#### FB08---Reverse (Posted) Document

Use this transaction to reverse a customer document if it contains an accounting error.

#### **Key Points**

- Use this transaction if the invoice bills the wrong amount (prior to payment).
- Use this transaction if the invoice bills the wrong Customer account (prior to payment).
- Use this transaction if the invoice credits the wrong Revenue account (prior to payment).
- Use this transaction to reverse customer documents created in past or current fiscal periods (prior to payment).
- Limit use of Reversal Reasons to codes 01 or 02 ONLY. Reversal Reasons 03-05 are not applicable to State business processes.
- Use Reversal Reason Code 01 with documents initially posted in the current fiscal period.
- Remember: Reversal Reason Code 01 DOES NOT require a posting date entry because AASIS uses the posting date from the original document.
- Use Reversal Reason Code 02 with documents posted in the previous fiscal period.
- Remember: Reversal Reason Code 02 DOES require a posting date entry.
- Avoid using FB08 once payment has been received.

#### Field Definitions



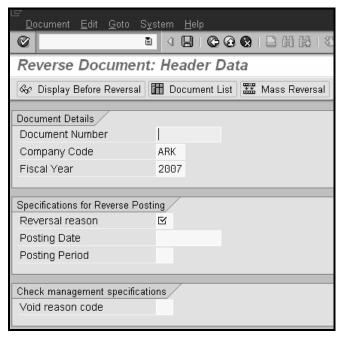
- 1. Type "FB08" in the Transaction Command field.
- 2. <Enter>



## Notes

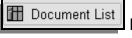
#### 11 Essential Transactions

The Reverse Document: Header Data screen appears. Use this screen to define the document and reversal reasons.

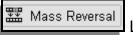


#### About the Reverse Document: Header Data Screen

Use this icon to display and confirm you have selected the correct document (*Document Details*) to be reversed.



Not applicable to AR document reversals.



Limited to DFA only.

Document Details---Use the "Document Number" field to define the document you want to reverse and confirm Company Code "ARK."

Specifications for Reverse Posting---Use these fields to define the reversal reason and, if appropriate, posting date of the reversal document.

- Reversal reason---determines if the reversal is of a document from the current fiscal period or a prior fiscal period.
- Posting Date---defines the posting date for reversal documents created in a fiscal period different than the original document. This is a required field when using Reversal Reason 02.

DO NOT use this field with Reversal Reason 01.

Posting Period---not applicable to AR document reversals.

Check management specifications---Not applicable to AR.

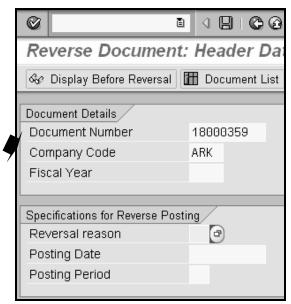


#### 11 Essential Transactions



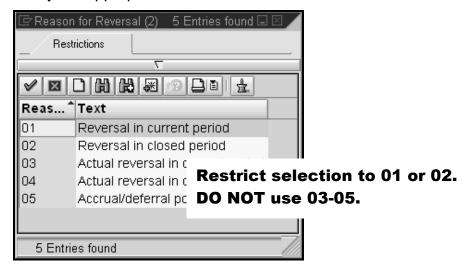
#### **Reverse The Document**

Beginning at the *Reverse Document: Header Data* screen, we illustrate reversing a document posted in the current fiscal period.



- 1. Document Number (Required): <######>
  Our illustration uses <18000359>
- Company Code (Required/Default): Accept default <ARK>
- 3. Reversal reason (Required): <Possible Entries>

The *Reversal Reason* drop down menu appears. Use this window to select or key the appropriate Reversal Reason Code.



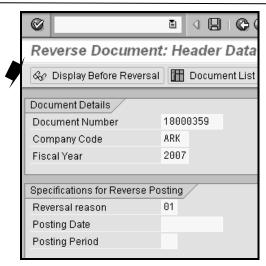
Our illustration uses <01>.

Remember, *Reversal Reason code 02* requires a "Posting Date" entry. Use the current date in those circumstances.





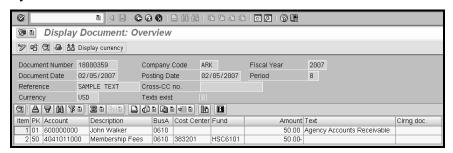
#### 11 Essential Transactions



### 4. < Display Before Reversal>

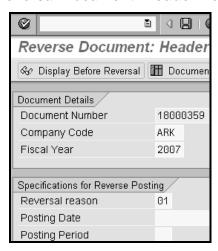


The *Display Document: Overview* screen appears. Use this screen to confirm you have selected the correct document to reverse.



- 5. Confirm document selection.
- 6. <Back>

The Reversal Document: Header Data screen appears.

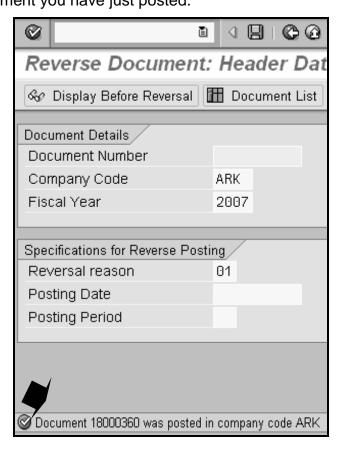


7. <Post>



# Notes

The Reverse Document: Header Data screen refreshes, displaying (bottom of screen) the document number assigned to the reversal document you have just posted.







#### F-32---Clear Customer

Use this transaction to perform manual clearing of customer items.

Note: F-32 is designed for use in multiple business scenarios. In this manual, we limit our explanation of this transaction to manual clearing prior to issuing Account Statements.

We are in the process of creating other courseware which addresses more complex uses of F-32 in Accounts Receivable. Until these materials are available, please contact the AASIS Help Desk if you have questions regarding clearing that go beyond the scope of this manual.

#### **Key Points**

- Customer open items automatically clear when the balance reduces to -0- through correct entries in the related documents.
- AASIS uses an automatic clearing program each night to clear customer documents containing:
  - → The same Customer Account number
  - → The same Business Area
  - → An equal number of debits and credits
  - → Matching assignment numbers among related documents (invoice, payment, credit memo and/or abatement)
- The assignment number on all related customer documents is always the original invoice document number.
- FBL5N helps you routinely monitor open items that have not automatically cleared.
- Open items appearing in FBL5N (equal credits and debits for the same customer) that should have cleared may very well contain an error in the assignment field, preventing automatic clearing.
- You can correct assignment field entries and manually clear the corrected items (usually done if an Account Statement must go out the same day you discover the error).
- You can correct assignment field entries and wait until the next day. This allows the automatic clearing program to run. Always verify the items cleared using FBL5N.

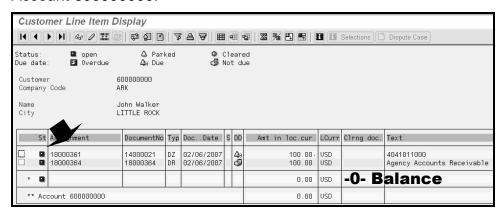


#### 11 Essential Transactions



#### **Use FBL5N To Review Open Items First**

Here are the open items, using FBL5N (pages 71-77), for *Customer Account 600000000*.



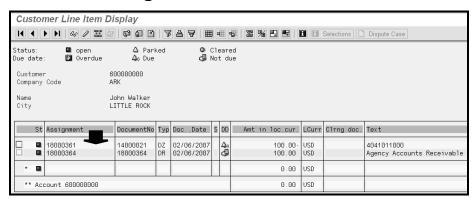
Notice the total debits and credits for both documents equal -0-.

Now look at the assignment field for each document. The assignment number for the payment document does not match the assignment number in the invoice document.

These items will not automatically clear until the assignment field numbers match on both documents.

Instead of creating a new session for *FB02---Change Document*, you can make corrections to the payment document from this screen if you have the right security roles.

#### FBL5N---Correct Assignment Field



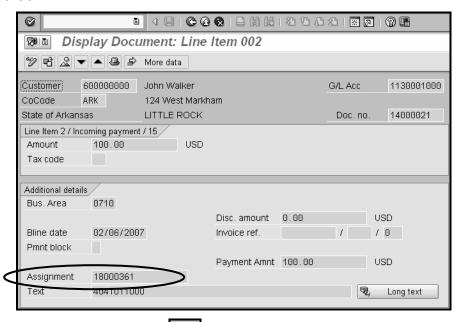
#### 1. Double click "DZ" document line.

The *Display Document: Line Item 002* screen appears, displaying the customer line item details.



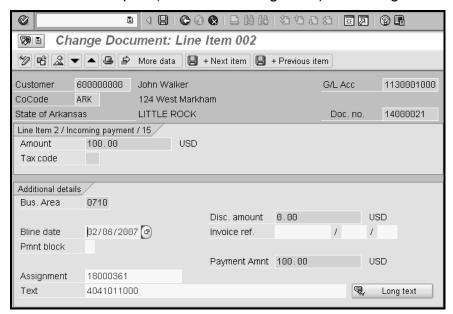


Note the "Assignment" field displays in the *Additional Details* section of the screen.



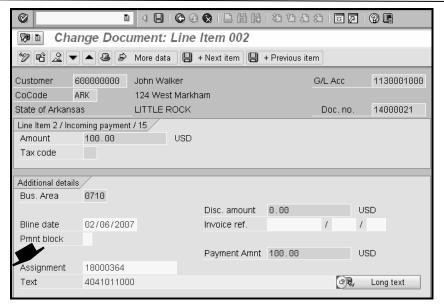
## 2. <Change Display>

Available "text" fields open (white field background) for editing.







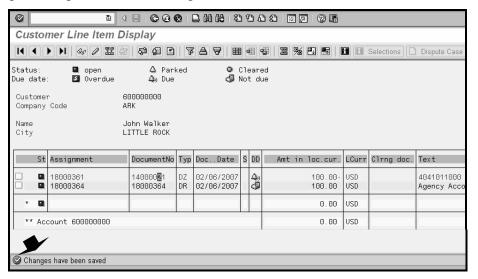


#### 3. <Assignment Number>

Our illustration changes <18000361> to <18000364>.

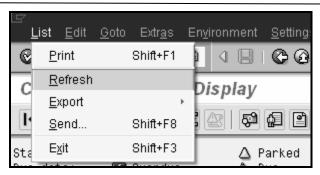
## 4. <Save>

The *Customer Line Item Display* screen appears, displaying a system message noting the saved changes at the bottom of the screen.



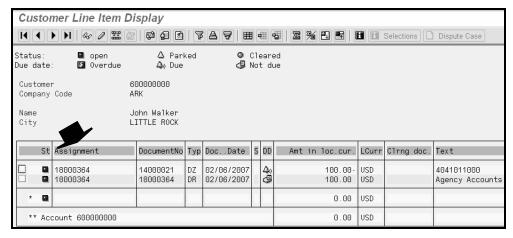






#### 5. <List> <Refresh>

This refreshes the screen display allowing you to see the corrections to the assignment field.



Now that the assignment field entries match, these documents should clear when the automatic clearing program runs.

On the following day, verify the clearing by executing FBL5N and reviewing items for this account.

If you need to issue the Customer Account Statement the same day you correct the assignment field errors you *can* manually clear these items.

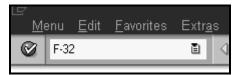
We show you how next.



#### 11 Essential Transactions

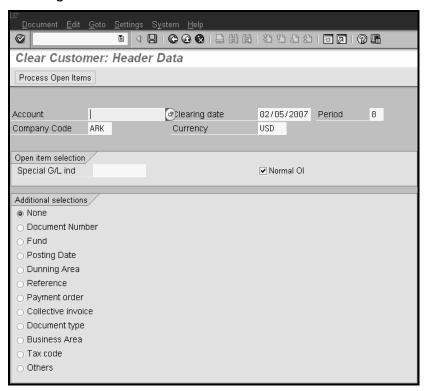


#### Use F-32 To Clear Appropriate Items from FBL5N



- 1. Type "F-32" in the Transaction Command field.
- 2. <Enter>

The *Clear Customer: Header Data* screen appears. Use this screen to define clearing selections.



#### About the Clear Customer: Header Data Screen

Process Open Items

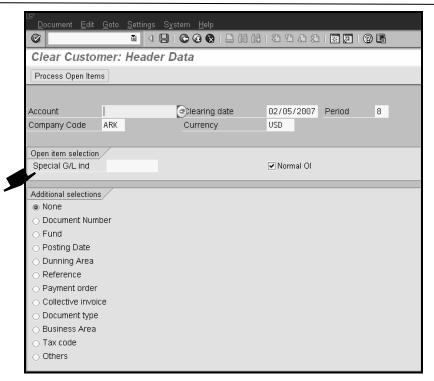
Advances to the next step based on selections.

- Account---defines the open item managed account. This is a required field.
- Clearing date---defines the posting date for the clearing document; defaults the current date.
- Period---defines the fiscal period in which the clearing document is posted; defaults the current period.
- Company Code---defines the highest level business entity "ARK." Accept this default.

Open Item selection---Not applicable to State processes.







Additional selections---establishes additional selection critieria depending on the type of clearing being performed.

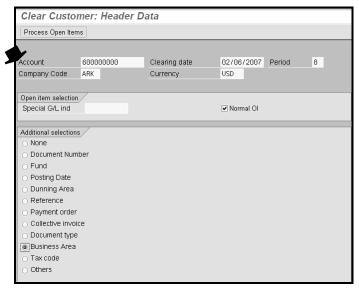
While all of these selections are optional, we recommend and illustrate using the "Business Area" selection contained in this section.

- None---leaves clearing selection based on the account number.
- Document Number---restricts displayed items to a specific document or documents.
- **Fund**---restricts displayed items to specific funds. This field is not used in AR.
- Posting Date---restricts displayed items to specific posting date(s).
- Dunning Area---not applicable to AR clearing.
- Reference---restricts displayed items to reference text entries.
- Collective invoice---not applicable to State processes.
- Document type---restricts displayed items to document types.
- Business Area---restricts displayed items to those posted to a specific agency.
- Tax code--- displayed items to a specific tax code (currently not used).
- Others---provides additional selections.



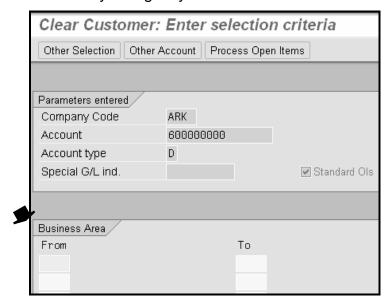
# Notes

#### **Define Customer Account**



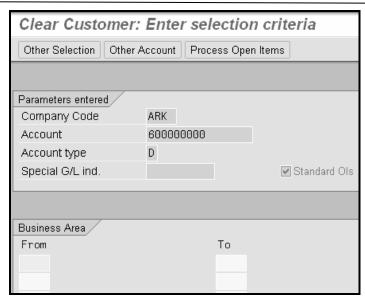
- Account (Required): <#######>
   Our illustration uses <600000000>.
- 2. Clearing date (Required/Default): Accept default
- 3. Period (Required/Default): Accept default
- 4. Company Code (Required/Default): Accept default or <ARK>
- 5. Additional Selections (Optional): <Business Area>
- 6. <Process Open Items>

The *Clear Customer: Enter selection criteria* screen appears. Use this screen to define your agency as a selection.





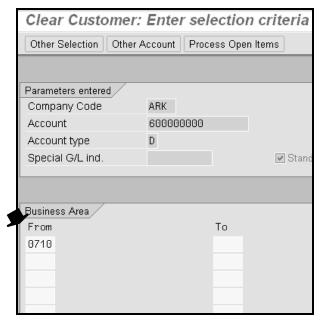




#### About the Clear Customer: Enter Selection Critiera Screen

Parameters entered---displays customer account information using your selections from the previous screen.

Business Area---contains data entry fields to define a specific business area. For single value selections, use the "From" field.



#### 7. Business Area---From<###\*>

Our illustration uses <0710>.

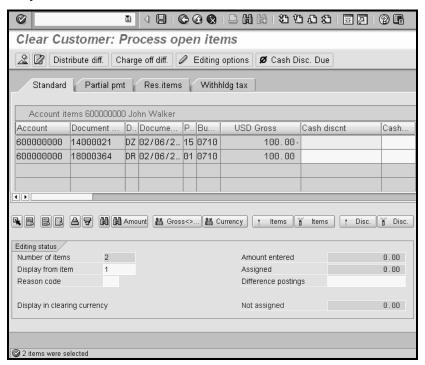
## 8. <Process Open Items> Process Open Items





The *Clear Customer: Process open items* screen appears. Before using this screen to clear specific items (first time use only), change your *Editing Options* to ensure proper use of this transaction.

We show you how to do this next.





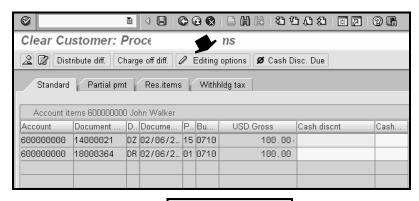
#### 11 Essential Transactions



#### Select & Save Clearing Editing Option

Select and save the following editing option the first time you use F-32. This selection ensures the displayed items on the *Clear Customer: Process open items* screen are "inactive."

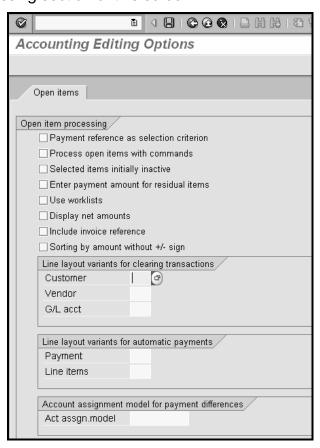
You do not have to repeat these steps each time you use F-32 after this.



### 1. <Editing options>

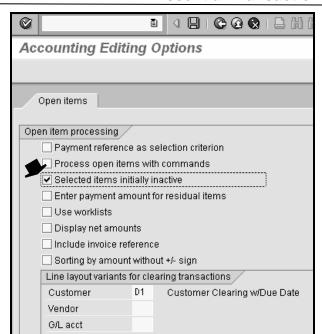
The Accounting Editing Options screen appears, displaying editing options for open items. Our selection appears in the Open item processing section of this screen.

Editing options







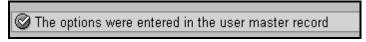


- 2. <Selected items initially inactive>
- 3. Line layout variants for clearing transactions: Customer:<D1>

This displays the assignment number field in the Clear Customer: Process Data screen.

## 4. <Save>

The Account Editing Options screen refreshes and a system message appears letting you know AASIS has saved these settings to your user master record.



This means that every time you execute F-32 in the future, AASIS displays the defined customer items as inactive.

## 5. <Back>

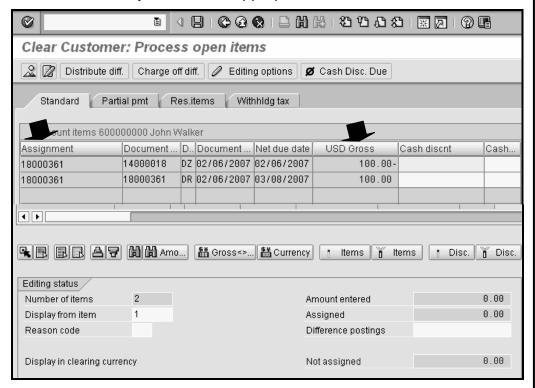
To activate these settings, you must return to the initial screen and reexecute the transaction. Use the "Back" icon to return the initial screen.



#### 11 Essential Transactions

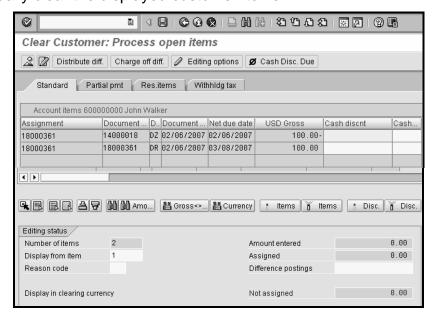
The Clear Customer: Process open items screen appears, displaying the Assignment field and inactive items.

You are now ready to clear the appropriate items.



#### Field Definitions

Beginning on the *Clear Customer: Process open items* screen, we define the relevant fields that we will be using. Then we tell you how to manually clear the displayed customer items.









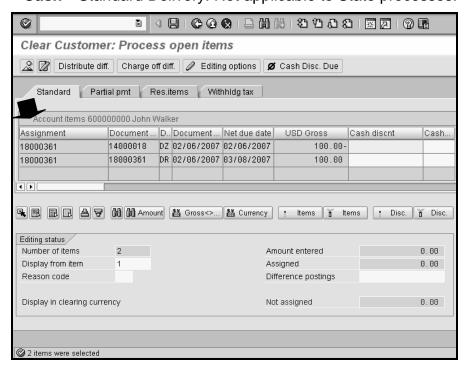
### About the Clear Customer: Process open items screen

As you can see, this screen contains multiple tabs to perform different clearing options.

Because this transaction has multiple purposes for multiple business scenarios, we keep our explanation limited to relevant fields on the *Standard* tab.

Use these fields to review and select the appropriate customer items for manual clearing.

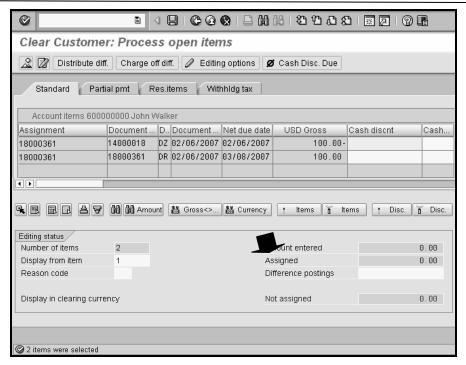
- Assignment---defines the assignment numbers contained in the document.
- Document---defines the document number.
- **Document type---**defines the document type.
- Posting Key---defines the posting key contained on the customer line in the listed document.
- Business Area---defines the billing agency.
- USD Gross---defines the amount contained on the customer line in the listed document.
- Cash discnt---Standard Delivery. Not applicable to State processes.
- Cash---Standard Delivery. Not applicable to State processes.



*Editing status--*Use these fields to monitor the status of your selections in the *Standard* tab fields. Pay particular attention to these fields:







*Editing status--*Use these fields to monitor the status of your selections in the *Standard* tab fields. Pay particular attention to these fields:

- Assigned---displays <u>sum</u> totals (black font) for the selected debit or credit amounts. The displayed amounts change as you select debit(s) and credit(s).
- **Not assigned---**displays <u>balances</u> between selected debits and credits. This field MUST be 0.00 to post a clearing document.

Beginning on the next page, we show you how to clear the displayed customer items in the above illustration.

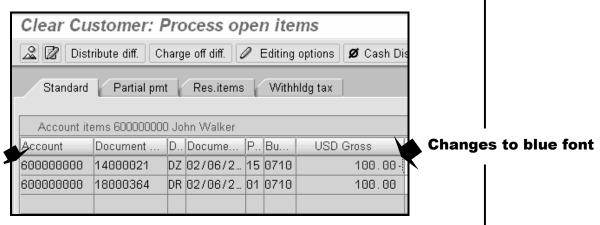




#### **Clear Customer Items**

Below, the displayed items are the related documents we reviewed and changed from FBL5N on pages 130-134.

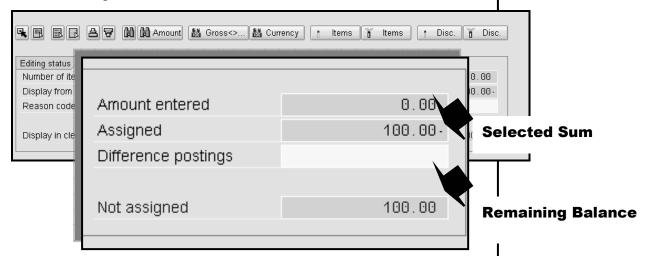
Now that the assignment fields match between these documents and the combined debits and credits balance to -0- we want to clear both items.



## 1. Line 1---USD Gross: Double click (select) the listed amount.

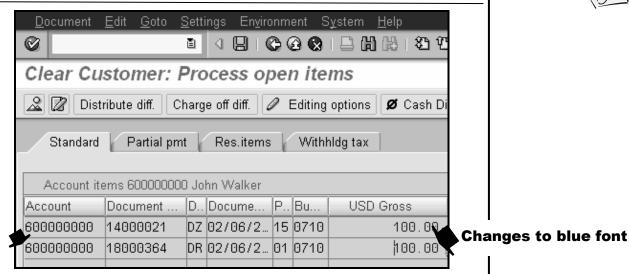
3 things happen after you select the listed amount.

- The font color of the selected credit amount changes from black to blue.
- The credit amount (black font) appears in the "Assigned" field at the bottom of the screen.
- The debit balance required before posting can occur appears in the "Not assigned" field at the bottom of the screen.





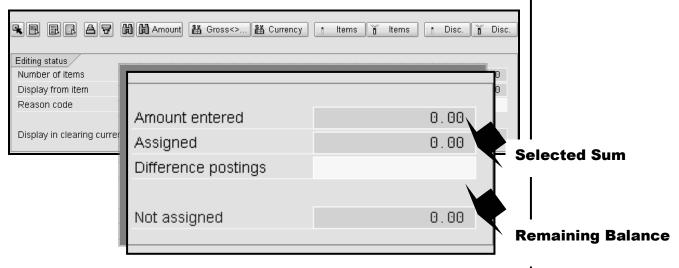




2. Line 2---USD Gross: Double click (select) the offsetting line amount.

3 things happen after you select the listed amount.

- The font color of the selected amount changes from black to blue.
- The "Assigned" field displays the sum for both the debit and credit selections.
- The "Not assigned" field balances to 0.00. Debits and credits now balance to -0-, meaning it is possible to post the clearing document.



3. <Save>





The *Clear Customer: Header Data* screen appears, displaying a system message with the clearing document number.

Clear Customer: Header Data							
Process Open Items							
Account			Dlearing da	ite	02/06/2007	Period	8
Company Code	ARK		Currency		USD		
Open item selection							
Special G/L ind					✓ Normal OI		
Additional selections	3/						
None							
O Document Num	ber						
○ Fund							
Posting Date							
<ul> <li>Dunning Area</li> </ul>							
O Reference							
<ul> <li>Payment order</li> </ul>							
O Collective invoid	ce						
<ul> <li>Document type</li> </ul>							
O Business Area							
Others							
<b>A</b> /							
Occument 1000179 was posted in company code ARK							



#### 11 Essential Transactions



### **ZF27---Create Periodic Account Statements**

Use this transaction to create the customer account statements.

### **Key Points**

- Uses both required and optional selection fields.
- Use selection fields to define general account statement information.
- Allows you to preview selected account statements before printing.
- ALWAYS use an AASIS network printer. Use of a printer other than a network printer can result in formatting problems.

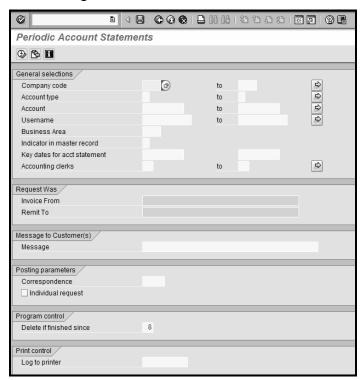
### Field Definitions



1. Type "ZF27" in the Transaction Command field.

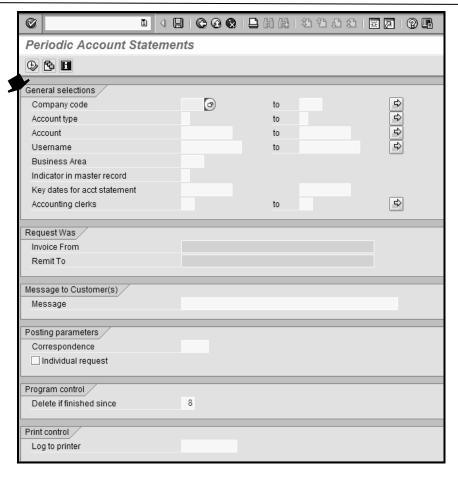


The *Periodic Account Statements* selection screen appears. Use this screen to define general account statement information.









### About The Periodic Account Statements Screen

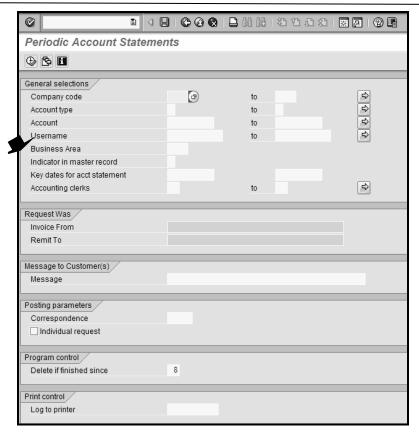
General Selections—use this section to define account information for account statements.

- Company code---defines the highest level business entity "ARK." Accept this default. This is a required field.
- Account type---defines the account type. For customer accounts, ALWAYS use "D." This is a required field.
- Account---defines the customer account(s) for which you want to create statements. Leaving this field blank pulls all customer account information. This is an optional field.
- Username---restricts the retrieved information to the documents created by the specified user.

Remember, internal controls prevent any **one** user from creating all related AR documents. If you enter a user name here, you are telling AASIS to retrieve <u>only</u> the AR documents created by that user. Your account statement may contain incomplete information.







- Business Area---defines the billing agency. This is a required field.
- Indicator in master record---defines the statement cycle contained in the account master record. All customer master records use indicator "2".

ALWAYS use "2" in this required field.

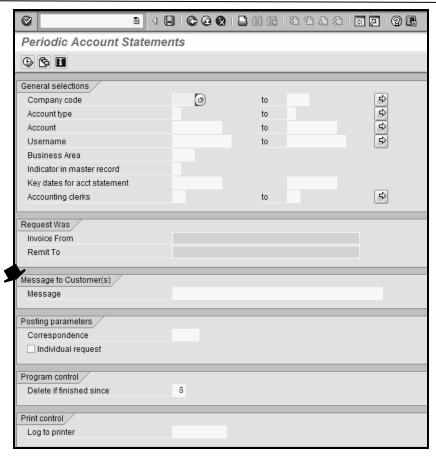
- Key dates for account statement---defines the statement period. AASIS retrieves all items posted within the specified period as well as any open items from prior dates.
  - This is a required field.
- Accounting clerks—defines accounting clerks assigned to specific customer accounts which are unique to the agency. Currently, Department of Information Systems is the only agency using this field. Remaining agencies ALWAYS leave this optional field blank.

Request Was---use this section to define the billing and remittance entities.

- Invoice From---defines the billing agency's return business address. This is a required field.
- Remit To---defines the address to send payments to. This is a required field.







Message to Customers---use this section to create optional text entry which appears on <u>all</u> account statements.

 Message---defines additional information to include on all the statements. This optional text field is limited to 60 characters.

Posting parameters---use this section to define the form used for the statements.

- Correspondence---ALWAYS use the form name "Z0013: Customer Account-Business Area" in this required field.
- Individual request---Standard Delivery. Not applicable to State processes.

*Program control*---use this section to define the number of days before AASIS deletes the print logs created each time this program runs.

 Delete if finished since---Defaults to "8". Most users accept the default entry in this optional field but you can change it if you like.

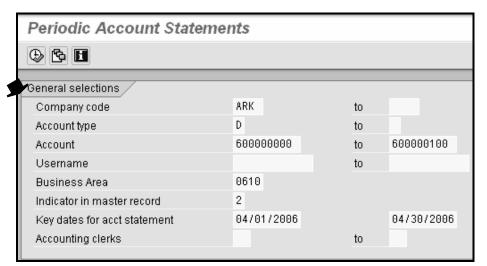
*Print control*---use this section to define the network printer which will print the customer statement.

 Log to printer---ALWAYS use your agency's network printer for this required field. Otherwise, you may experience format problems with the statement.



### 11 Essential Transactions





- 1. Company code (Required): <ARK>
- 2. Account type (Required): <D> ALWAYS
- Account (Optional): < XXXXXXXXXX</li>
   Our illustration uses range <600000000> to <600000100>.
- 4. Username -- <Leave Blank>
- 5. Business Area (Required): <###>
  Our illustration uses <0610>.
- 6. Indicator in master record (Required): <2> ALWAYS
- 7. Key dates for acct statement (Required): <##/####>

Our illustration uses range <04/01/2006> to <04/30/2006>.

8. Accounting clerks -- <Leave Blank>

Business area 0470 is the only agency using this field.

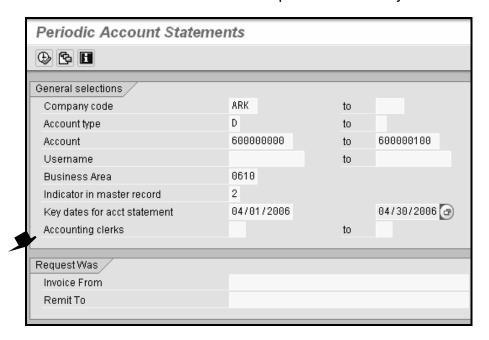
9. <Enter>







The "Invoice From" and "Remit To" fields open for data entry.

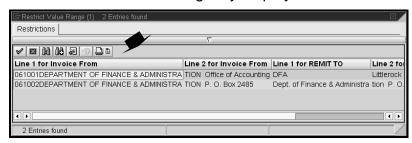


#### 10. Invoice From: Click in the field.

This activates the "Possible Entries" icon for this field.

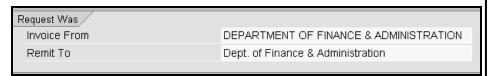
## 11. < Possible Entries>

The selections available for the agency display.



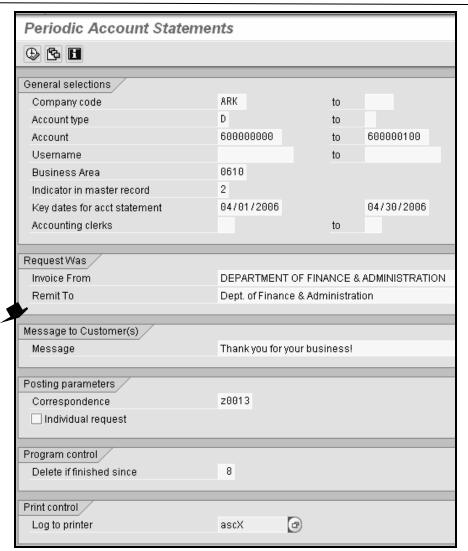
- 12. Invoice From (Required): Double Click <Address>
- 13. Remit To (Required): Repeat Steps 10-12 above.

The address information appears in the fields.









- 14. *Message* (Optional): <60 alpha/numeric limit>
  Our illustration uses <Thank you for your business!>
- 15. Correspondence (Required): <20013>
- 16. Individual request: <Leave Blank>
- 17. Delete if finished since (Optional): <Accept Default>
- **18.** Log to printer (Required): <Network Printer>
  Our illustration uses <ascX>.
- 19. **Execute**

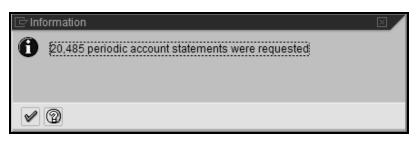


# Notes

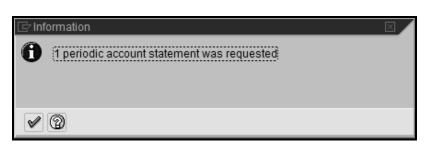
### **Understand Initial System Messages**

Here we explain the system messages which *may* appear once you execute ZF27.

<Enter> after reading each message.

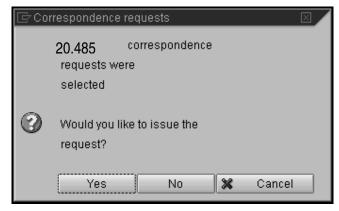


This message identifies 20,485 requests. Don't panic! AASIS is telling you these are the customer accounts that are eligible for account statements regardless of BA.

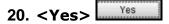


This message appears if you restrict your selections to one customer account.

When you finish reviewing the above (applicable) system messages, another system message appears.



AASIS is telling you it has finished its search of customer accounts and has found items matching your selection criteria.



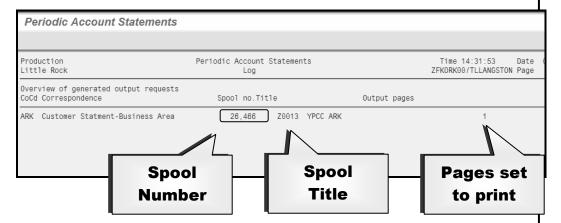


### 11 Essential Transactions



The *Periodic Account Statements Log* appears letting you know AASIS has created a spool (print) request. This log defines:

- The spool request number
- The spool title
- The number of output pages set to print



### 21. Note the spool number.

You use the spool number as a selection next.

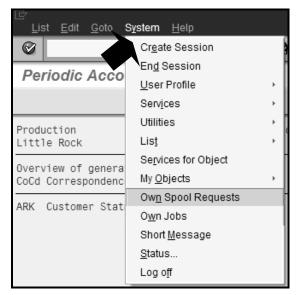


#### 11 Essential Transactions

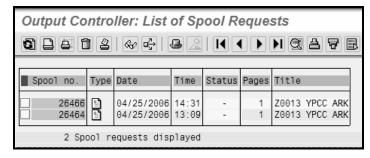


### **Preview & Print Customer Account Statements**

Beginning on the *Periodic Account Statements Log* screen, we show you how to preview and print the defined customer statements.

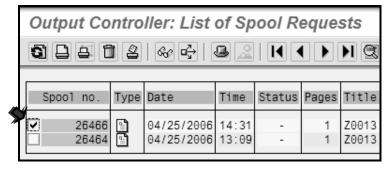


- 1. <System>
- 2. <Own Spool Requests>



The Output Controller: List of Spool Requests screen appears. This screen contains the request you have created and could contain other requests, as seen in our illustration.

Use this screen to select and preview the spool you want to print.



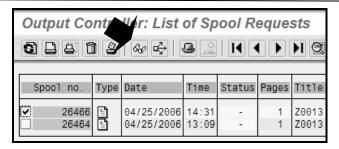
3. Select the appropriate "Spool no."

Our illustration uses <26466>.



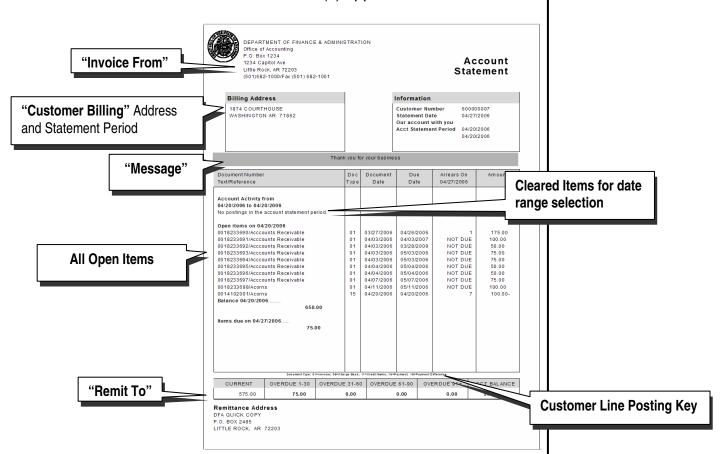


### 11 Essential Transactions





The selected customer account statement(s) appear.

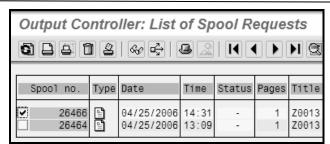


When you finish previewing, you must return to the *Output Controller* screen to print.





### 11 Essential Transactions





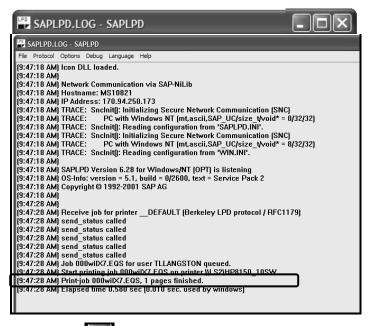
2 things happen next.

- AASIS confirms the print command (system message)
- AASIS opens another print log session (minimized view) ---both events appear at the bottom of your screen.



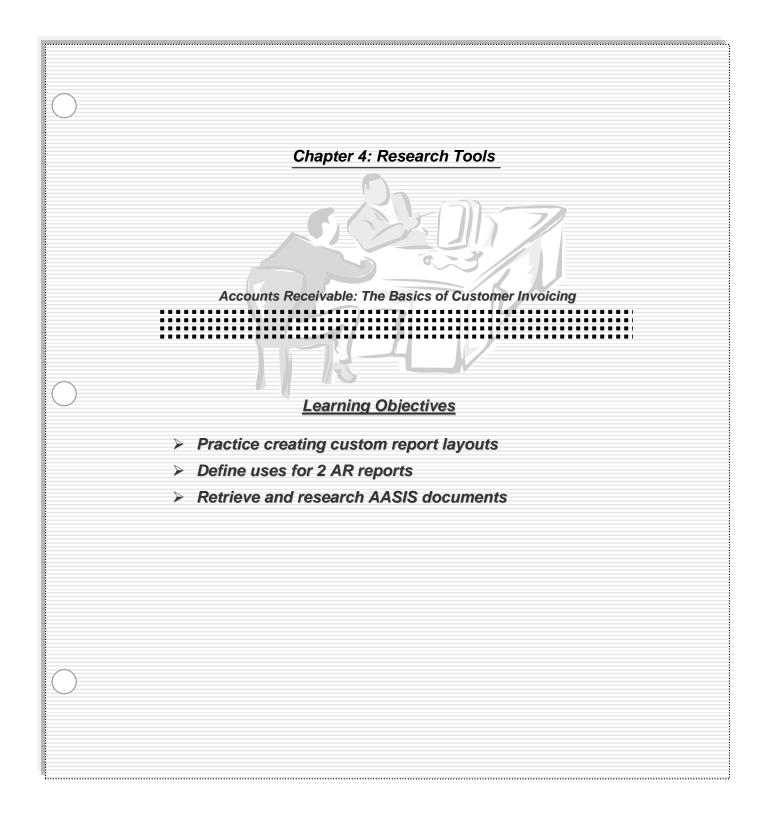
### 7. <SAPLPD.LOG>

This maximizes the new log session window. Use this log to determine when the print job has finished running.



## 8. <Close>







#### **Research Tools**



AASIS helps a diverse user audience retrieve relevant *up to the minute* business information. Reflecting the status of all business activities within its business modules, AASIS reports and other helpful transactions support fiscal accountability for all State user agencies.

In this chapter, we tell you about 2 Accounts Receivable reporting tools which will help you monitor your agency's Receivables status. We start out by explaining...

- Common reporting features.
- Defining the 2 reports and their functions.
- Providing step by step instruction for each report, including available selection criteria.

After we tell you about these reports, we also show you how to use one more transaction designed to help you research documents.

### **Understand Common Reporting Features**

AASIS has eliminated the waiting game historically associated with State fiscal reporting and corrective actions.

Now agency personnel at *all* levels of the organization can monitor current business status not only from multiple perspectives but also in "real time".

AASIS reporting tools provide:

- Summary level information for an entire agency
- 2. Summary level information by business module (Accounts Receivable, Accounts Payable, Materials Management...)
- 3. Summary level information per master data categories (GL Account, Customer Account, Fund....)
- 4. Detail level information by business module
- 5. Detail level information by document type

In addition to providing a wealth of financial data, most of the available AR reports allow you to create customized layouts best suited to your agency's specific business needs.

In this chapter, we provide an example of a customized layout by showing you how to:

- Add and remove report fields
- Sort fields
- Save the new layout
- Retrieve the saved layout



#### **Research Tools**



We strongly encourage you to use our examples to continue exploring and learning about customized layout options. Doing this helps you make the report fit your agency's needs better!

### **Understand What Reports Offer**

In chapter 3, we told you to use *FBL5N---Customer Line Item Display* to perform routine customer account review and maintenance activities. We specifically illustrated analyzing open items requiring manual clearing.

In this chapter, we use FBL5N to illustrate the basic steps for customizing report layouts.

Use **ZCEV---Customer Evaluation** when you want to view all account activity by reason code and/or if you want to view aging summaries broken down by reason code.

ZCEV groups selected customer data based on reason code and then provides summary data using the following categories:

- Beginning Balances
- New Charges
- Receipts (Payments)
- Adjustments
- Abatements
- Ending Balances

As we mentioned earlier in Chapter 3, reason codes (used when creating invoices and/or credit memos) provide additional breakdowns of revenue reporting for an agency. ZCEV is the tool that makes this possible.

ZCEV is also the only AR report with a layout you can't change or customize.

Use **ZFIN---GL Report With Customer Data** when you want to view revenue information with corresponding customer information.

ZFIN is the ONLY report in AASIS which combines general ledger and customer account information in one report.

Use *FB03---Display Document* to view entire lists of document types. You can also use this transaction to view documents containing check numbers in the reference field. Traditionally not viewed as a report, FB03 remains a useful research tool and is included here because of this.



#### **Research Tools**



### **FBL5N---Customizing Report Layout Features**

We've already mentioned FBL5N allows you to view all customer account activity---whether you entered the data or not. In other words, FBL5N provides access to the customer details contained in the accounts receivable subsidiary ledger.

This transaction IS your best friend because you can use the selection criteria and personal report layouts to tell you things like:

- Type of open and/or cleared items per account
- Creation dates of all selected items
- Age of all selected items
- Date payments were recorded in AASIS
- Check numbers contained in the reference field of the payment (DZ) document.

In Chapter 3, we show you how to execute FBL5N. We also show you how to open the original document to view the document details

In this chapter, we use FBL5N to show you the layout options which are available to you.

Note: To view some of the items listed above, use the appropriate selection criteria and then customize your layout with a specific purpose in mind.

For example, to see the check numbers contained in the reference field of payment documents:

- Choose "All Items" (with a specified date range)
- Execute the report
- Customize the layout to include the reference field

While we show you a couple of basic layout options, our examples here are <u>not</u> exhaustive.

We strongly encourage you to use the information we provide here to keep identifying report selection criteria and layout options best suited to your business needs.





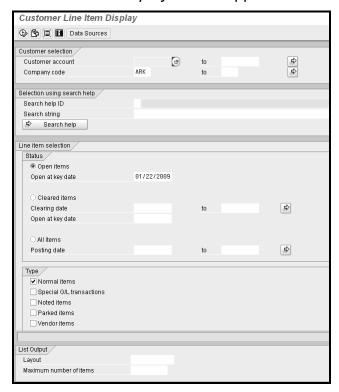
### **Execute FBL5N**

Use FBL5N to display customer open items.



- 1. Type "FBL5N" in the Transaction Command field.
- 2. <Enter>

The Customer Line Item Display screen appears.



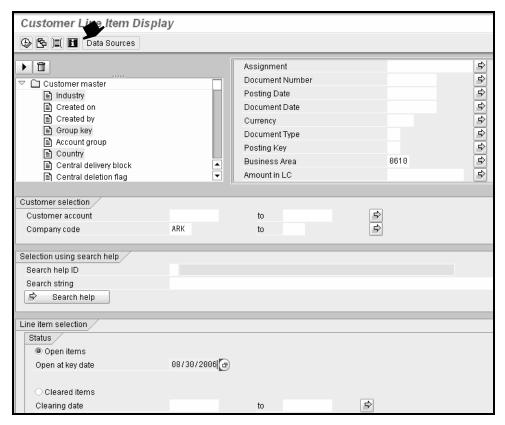
Do you remember the basic selection criteria? If you said:

- → Company Code
- → Business Area
- → Open Items (with current date)

You are correct! AASIS uses the Business Area to identify the open items for all relevant accounts (60000000-99899999).







Enter the selection criteria and execute the report.

- 3. <Dynamic Selections>
- 4. Dynamic Selections--Business Area (Required): <###>

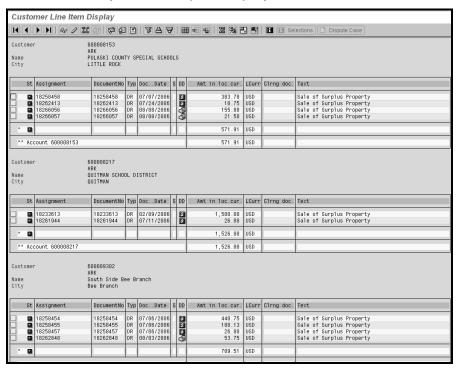
Our illustration uses <0610>.

- 5. Company code (Required): <ARK>
- 6. Open Items (Optional): Confirm selection/current date
- 7. <Execute>





Using the standard layout, the report displays.



The following fields make up the standard layout:

- → Customer Accounts containing open items up to the current date/time
- → Status Symbol
- → Assignment Number
- → Document Number
- → Document Type
- → Document Date
- → Special GL Indicator
- → Due Date Symbol
- → Amount in Local Currency
- → Local Currency
- → Clearing Document Number
- → Text
- → Totals



## Notes

### **Research Tools**

### **Change Report Layout: Add and Remove Fields**

Let's remove these fields:

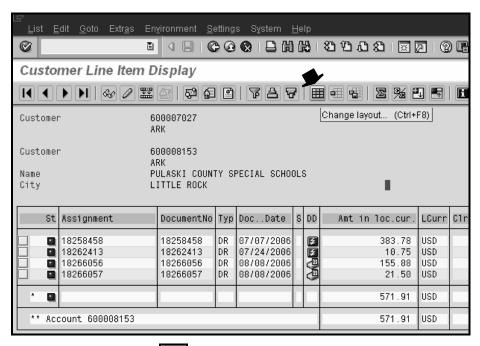
- → Cleared/open items symbol
- → Special G/L Ind
- → Local Currency
- → Clearing Document

In addition, let's add these fields:

- → Due Date
- → Arrears

Note: You can utilize the steps we illustrate next in almost all of the AASIS reporting tools. Again, we strongly encourage you to continue using the layout functions in different combinations with different reports; don't stop until you find something that works *best* for you.

In steps 1-13 below, complete the following actions:



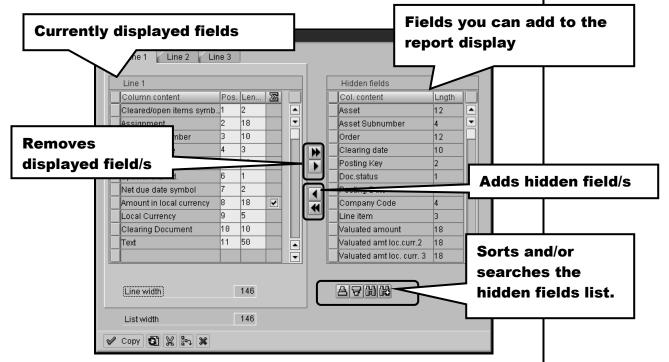
## 1. <Change Layout>





### **Research Tools**

The *Change Layout* window appears. Use this window to remove (hide) fields and to add (hidden) fields.



### About the Change Layout Window

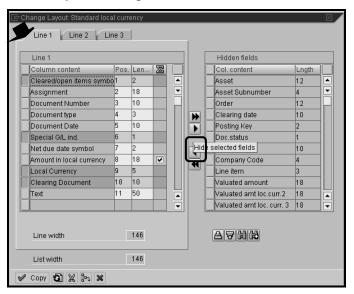
- The left side lists the fields currently displayed in the report layout.
- The right side lists the hidden fields you can add to this report layout.
- The sort buttons (bottom right) allow you to sort the hidden field list OR use the find buttons to search for specific fields.
- The single arrow buttons (center) allow you to add or hide (remove) a field.
- The double arrow buttons allow you to add or hide ALL of the fields.



### Research Tools



Using the list from page 164, we are now ready to remove and add fields. We'll start by removing the fields we don't need.



### 2. Line 1---Click (select) lines you want to remove.

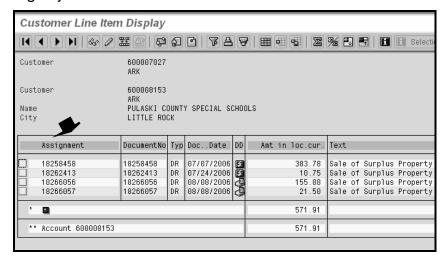
Our illustration selects:

- Cleared/open items symbol
- Special G/L Ind
- Local Currency
- Clearing Document.

## 3. <Hide Selected fields>

## 4. <Enter> ✓ Copy

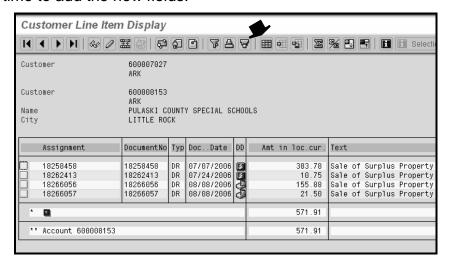
The Customer Line Item Display screen appears, allowing you to review the changes you made.





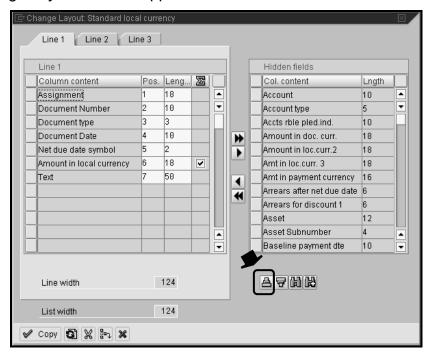


Now it's time to add the new fields.



## 

The Change Layout window appears.

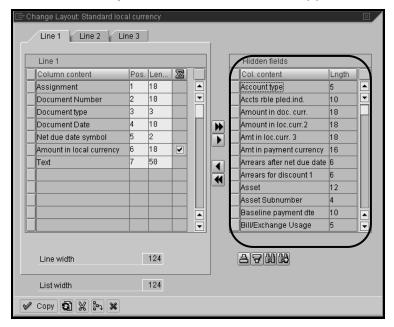


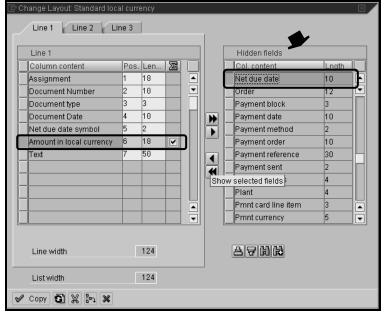
# 6. <Sort In Ascending Order>





This alphabetizes the hidden field list. By adding one field at a time, you can determine where you want the new field to appear.





### 7. Hidden Fields---<Net Due Date>

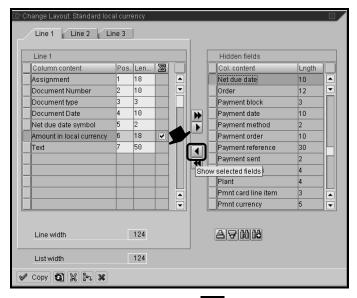
You can use the search function or scroll down the list to the "N's" to make this selection.

### 8. Displayed Fields---<Amount in local currency>

The hidden field inserts above the selected line, in this example we are inserting "Net due date" above "Amount in local currency."





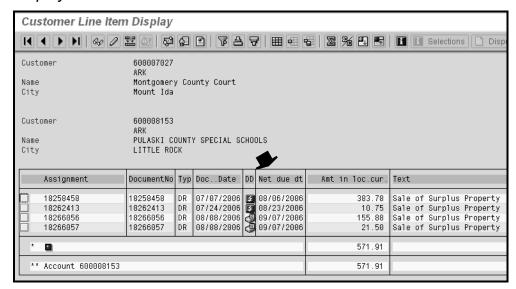


## 9. <Show Selected Field>

This moves the hidden field and inserts it above the selected field on the display (left) side.

## 10. <Enter> ✓ Copy

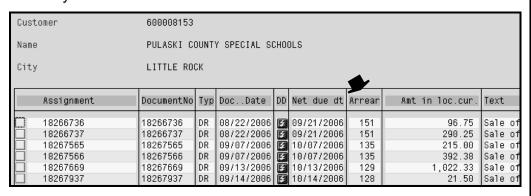
Once again, you can review your changes on the *Customer Line Item Display* screen.





#### **Research Tools**

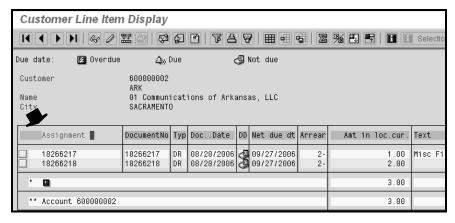
In the illustration below, we followed steps 4-9 on pages 167-170 and added the "Arrears after net due date" field just before "Amount in local currency."



By keeping the *Due Date Status* symbol, you can quickly see which items are past due. Combine the symbol with the positive numbers in the "Arrears after net due" and you can quickly see how many days the item has been overdue.

#### Sort Fields

You can further define a layout by using the sort icons. More specifically, we want to see payment documents (DZ) created prior to the current date.



1. Click a column header (field) you want to sort.

Our illustration uses <Assignment>.

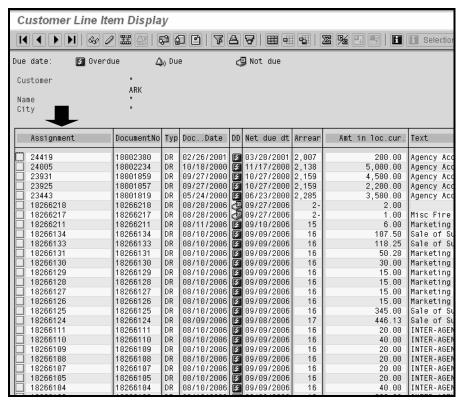
## 2. <Sort Descending>



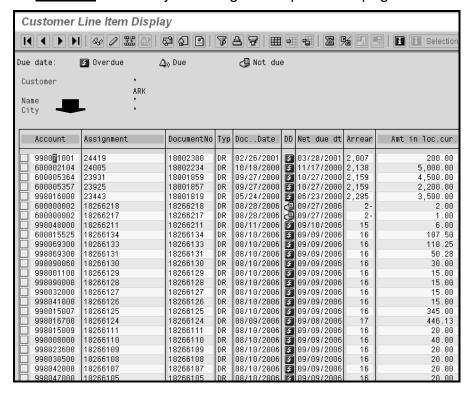




The report layout changes and lists all documents sorted by the assignment number.



Notice the customer information no longer displays. You can add the customer account number by following the steps 4-9 on pages 167-170.



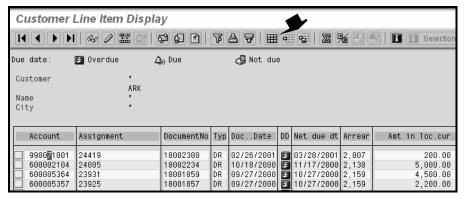




### Save New Layouts

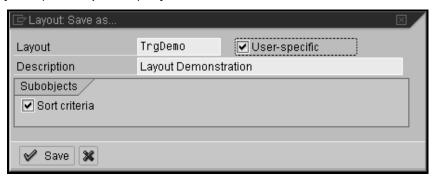
You like this layout and want to save it for future use.

Use the steps we illustrate here with any report containing the layout functions.



## 1. <Save Layout>

The *Layout Save as* dialog box appears. Use this dialog window to name your (User-specific) layout.



### 2. Layout(Required): <12 Alpha/numeric limit>

Our illustration uses <TrgDemo>.

Use this field to name your layout.

- 3. <User Specific> User-specific
- 4. Type a description in the Description field.

Our illustration uses <Layout Demonstration>

Use this field to describe the purpose of the layout.

## 5. <Save> ✓ Save

A system message appears at the bottom of the Customer Line Item Display screen telling you AASIS saved the layout.

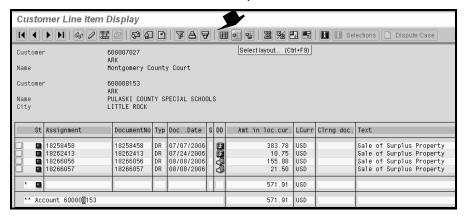






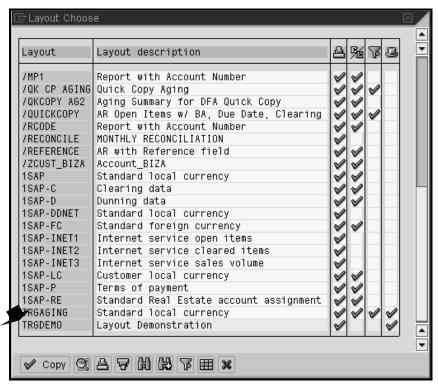
### **Use Custom Layouts**

Execute the FBL5N and follow these steps.



## 1. <Select Layout>

The *Choose Layout* selections appear. Scroll until you see your layout name in the left column of the dialog box.



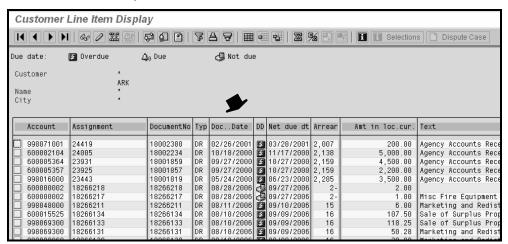
### 2. Double click (select) layout line.

Our illustration uses "TRGDEMO---Layout Demonstration."





The *Customer Line Item Display* screen appears, displaying the "Layout Demonstration" layout.



We end this section with the same encouragement that started it.

While we have shown how to make a few basic layout changes, our examples here are <u>not</u> exhaustive.

We strongly encourage you to use the information contained in this chapter (and in our appendix) to keep working with report selections and layout options until you create something best suited to your business needs.



### **Research Tools**



### **ZCEV—Customer Evaluation Report**

Use ZCEV when you want to:

- View all account activity by reason code
- View aging summaries broken down by reason code

### **Key Points**

- Uses the reason code you enter when creating invoices and/or credit memos to provide additional breakdowns of revenue reporting
- Provides summary financial activity for a specified period
- Provides aging breakdowns per reason code category
- Provides drill down capability to document detail
- Uses one report layout which cannot be customized

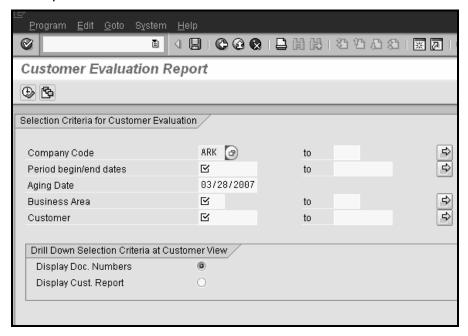
### **Field Definitions**



### 1. Type "ZCEV" in the Transaction Command field

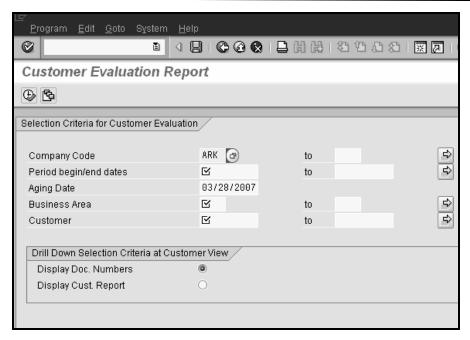
## 2. <Enter>

The *Customer Evaluation Report* screen appears. Use this screen to define the report selection criteria.









About the Customer Evaluation Report Screen

Selection Criteria for Customer Evaluation---use this section to define the parameters for the reporting information.

- Company Code---defines the highest level business entity "ARK".
   Accept this default. This is a required field.
- Period begin/end dates---restricts the report to specific date ranges, normally the current reporting month. This is a required field.
- Aging Date---defines the age "as of" date. Even though this field defaults to the current date, you may change the date to coincide with the end date of the specified period (above). This is a required field.
- Business Area---defines the billing agency. This is a required field
- Customer---restricts the report to the customer account(s) you want to review. You may use one account number, multiple account numbers or to view all customer activity for your agency, use this range 600000000---998999999. This is a required field.

*Drill Down Selection Criteria At Customer View---*defines the type of information you can view when drilling down into the report.

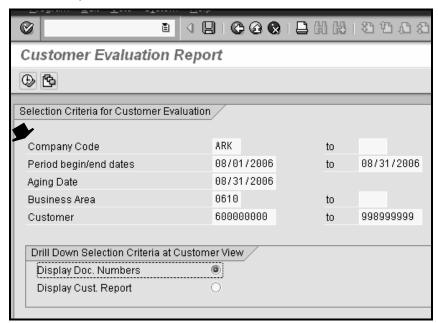
- Display Document Numbers---allows drill down capability to the original customer document. ALWAYS accept the default selection.
- Display Customer Report---DO NOT USE.



## Notes

### **Define Report Selections**

Beginning at the *Customer Evaluation Report* screen, we illustrate how to make basic report selections.



- 1. Company Code (Required): <ARK>
- 2. *Period begin/end dates* (Required): <##/###\*>
  Our illustration uses <08/01/2006> to <08/31/2006>.
- 3. *Aging Date* (Required): <##/####>
  Our illustration uses <08/31/2006>.
- **4.** Business Area (Required): <###>
  Our illustration uses <0610>.
- Customer (Required): <#######>
   Our illustration uses <600000000>to <99899999>.

This selection tells AASIS to search all customer accounts.

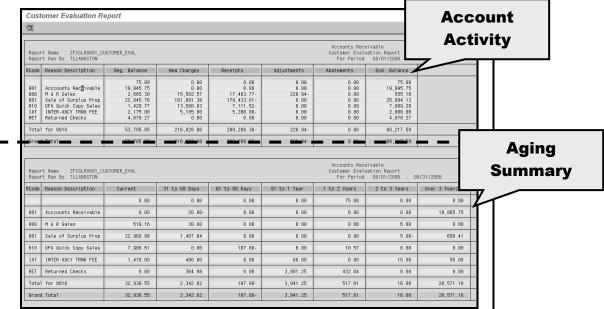
- 6. Display Doc. Numbers (Required): Accept default
- 7. <Execute>





#### **Research Tools**

The Customer Evaluation Report findings display. Use this screen to review account activity and aging by reason code.



#### About the Customer Evaluation Report Findings

- Account activity, by reason code, displays at the top of the screen.
- Account activity, with no reason code, displays on a single line and the "Reason Description" field is blank.
- Account aging, by reason code, displays at the bottom of the screen.
- Account aging, with no reason code, displays on a single line and the "Reason Description" field is blank.
- Account aging is blank when the "Aging Date" field on the selections screen is blank.

### **View Reason Code Account Activity**

The summary information displays beginning balances, new charges, receipts, adjustments, abatements and ending balances for the defined reporting period.

N	lissing Rea	ason Cod	е	Customer Evaluation Report For Period 08/01/2006 - 08/31/20							
0000		bog. barance	new charges	Receipts	Adjustments	Abatements	End. Balance				
		75.00	0.00	0.00	0.00	0.00	75.00				
001	Acccounts Receivable	19,845.75	0.00	0.00	0.00	0.00	19,845.75				
800	M & R Sales	2,665.30	3,478.32	3,223.10-	228.94-	0.00	2,691.58				
011	2000 Gallon Tankers	0.00	2.00	0.00	0.00	0.00	2.00				
015	Misc Fire Equipment	0.00	1.00	0.00	0.00	0.00	1.00				
601	Sale of Surplus Prop	22,845.76	62,996.07	64,688.10-	0.00	0.00	21,153.73				
610	DFA Quick Copy Sales	1,420.77	6,538.24	1,518.00-	0.00	0.00	6,441.01				
IAT	INTER-AGCY TRNG FEE	2,175.00	2,755.00	800.00-	0.00	0.00	4,130.00				
RET	Returned Checks	4,678.27	0.00	0.00	0.00	0.00	4,678.27				
Total	for 0610	53,705.85	75,770.63	70,229.20-	228.94-	0.00	59,018.34				
		53,705.85	75,770.63	70,229.20-	228.94-	0.00	59,018.34				





Notice how the top line does not have a reason code listed---yet it displays financial data for the line.

This happens when users do not enter a reason code when creating invoices or credit memos.

To view the detail that makes up the displayed total drill down into the individual line. We illustrate this next.

	Accounts Receivable Report Name : ZFIGLR0001_CUSTOMER_EVAL Report Ran By: TLLAM6STON For Period 08/01/2006 - 08/31/2006										
RCode	Reason Description	Beg. Balance	New Charges	Receipts	Adjustments	Abatements	End. Balance				
001 008 011 015 601 610 IAT RET	Accounts Receivable M&R Sales 2000 Gallon Tankers Misc Fire Equipment Sale of Surplus Prop DFA Quick Copy Sales INTER-AGCY TRNG FEE Returned Checks	75.00 19,845.75 2,665.30 0.00 0.00 22,845.76 1,420.77 2,175.00 4,678.27	0.00 0.00 3,478.32 2.00 1.00 62,996.07 6,538.24 2,755.00 0.00	0.00 0.00 3,223.10- 0.00 64,688.10- 1,518.00- 800.00-	0.00 0.00 228.94- 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	75.00 19,845.75 2,691.58 2.00 1.00 21,153.73 6,441.01 4,138.00 4,678.27				
Total	for 0610	53,705.85	75,770.63	70,229.20-	228.94-	0.00	59,018.34				
Grand	i Total	53,705.85	75,770.63	70,229.20-	228.94-	0.00	59,018.34				

#### 1. Double-click a line.

Our illustration uses <Accounts Receivable> (line 2)

A list of the individual customer accounts included in the total for that reason code displays.

Note: The aging section also updates.

Customer Evaluation Report											
<b>3</b>											
Report Name : ZFIGLR0001_CUSTOMER_EVAL Customer Evaluation Report Report Ran By: TLLAM6STON For Period 08/01/2006 - 08/											
RCode	Customer Number	Beg. Balance	New Charges	Receipts Adjustments		Abatements	End. Balance				
	800002144 Ctty Of Jertho 800005375 Jennethe City Court 800005375 Jennethe City Court 800005376 Jennethe City Court 900018000 UNIV OF AR AT PINE BL 900018000 DEPT OF CORRECTIONS 900071001 DHS-FRAZIER PIKE, LR for 0610	5,000.00 2,200.00 4,500.00 3,500.00 4,465.75 20.00- 200.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	5,000.00 2,200.00 4,500.00 3,500.00 4,465.75 20.00- 200.00				
Grand	Total	19,845.75	9.00	0.00	0.00	0.00	19,845.75				
	t Name : ZFI6LR8081_CUSTOMER_EVAL t Ran By: TLLANGSTON Customer Number	Current	31 to 60 Days	61 to 90 Days	Custon	nts Receivable ar Evaluation Repor Period 08/01/200 1 to 2 Years		Over 3 Years			
001 001 001 001 001 001 Total	600002104 City Of Jericho 600005357 Jennette City Court 600005367 Jericho City Court 990016000 UNIV OF AR AT PINE BL 990040000 DEPT OF CORRECTIONS 990050000 DEPT OF EDUCATION 990071001 DHS-FRAZIER PIKE, LR for 0610	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 20.00- 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	5,000.00 2,200.00 4,500.00 3,500.00 4,465.75 0.00 200.00			
Grand	Total	0.00	20.00-	0.00	8.88	0.00	0.00	19,865.75			





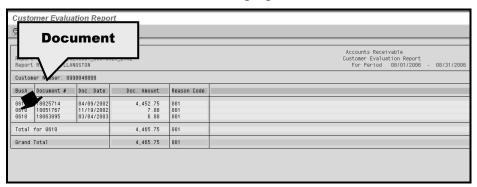
Customer Evaluation Report													
Q	<b>Q</b>												
Report Name : ZFIGLR8001_CUSTOMER_EVAL Customer Evaluation Report Report Ran By: TLLAN6STON For Period 08/01/2006 - 08/31/2006													
RCode	Customer Number	Beg. Balance	New Charges	Receipts	Adjustments	Abatements	End. Balance						
	800002144 City 0f Jertpo 800005357 Jennette City Court 98001537 Jennette City Court 980015 AR AT PINE BL 98004 OFFI OF CORRECTION 980071001 DHS-FRAZIER PINE, LR for 0610	5,000.00 2,200.00 4,500.00 3,500.00 4,465.75 20.00 19,845.75	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	5,000.00 2,286.80 4,590.90 3,590.90 4,465.75 20.90 200.00 19,845.75						
	t Name : ZFIGLR0001_CUSTOMER_EVAL t Ran By: TLLANGSTON				Custome	ts Receivable r Evaluation Repor Period 08/01/200							
RCode	Customer Number	Current	31 to 60 Days	61 to 90 Days	91 to 1 Year	1 to 2 Years	2 to 3 Years						
991 991 991 991 991 991	600002104 City Of Jericho 600005357 Jennethe City Court 600005364 Jericho City Court 990016000 UNIV OF AR AT PINE BL 990048000 DEPT OF CORRECTIONS 998059000 DEPT OF EDUCATION 998071001 DHS-FRAZIER PIKE, LR	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00						
Total	for 8618	0.00	0.00	0.00	0.00	0.00	0.00						
Grand	Total	0.00	0.00	0.00	0.00	0.00	0.00						

#### 2. Double-click a Customer Account line.

Our illustration uses < Department of Corrections > (line 5)

A list of documents for the selected customer account appears, displaying open items by customer, per reason code for report period 08/01/2006 --- 08/31/2006.

Note: This screen does not contain aging information at the bottom.



#### 3. Double-click a Document line.

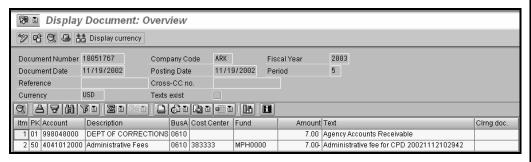
Our illustration uses <18051767>.

Opening a document takes longer than the previous "drill downs." Remain patient, the document *does* display.





The *Display Document: Overview* screen appears, displaying the document information. Our illustration is a customer invoice.

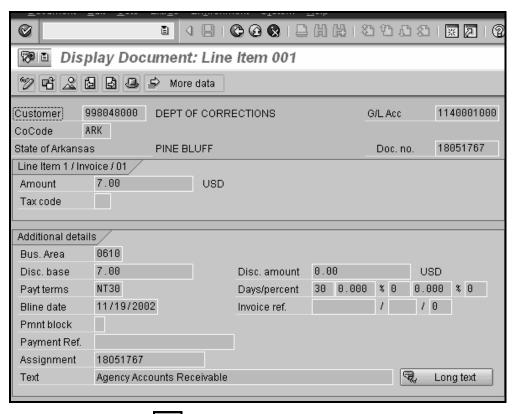


You can view individual line items too.

#### 4. Double-click a Document Line Item Overview line.

Our illustration uses the <Line item 1>.

The *Display Document: Line Item 001* screen appears. Use this screen to review detail entries for the customer line on document 18051767.



Use the "Back" icon until you return to the ZCEV report layout.



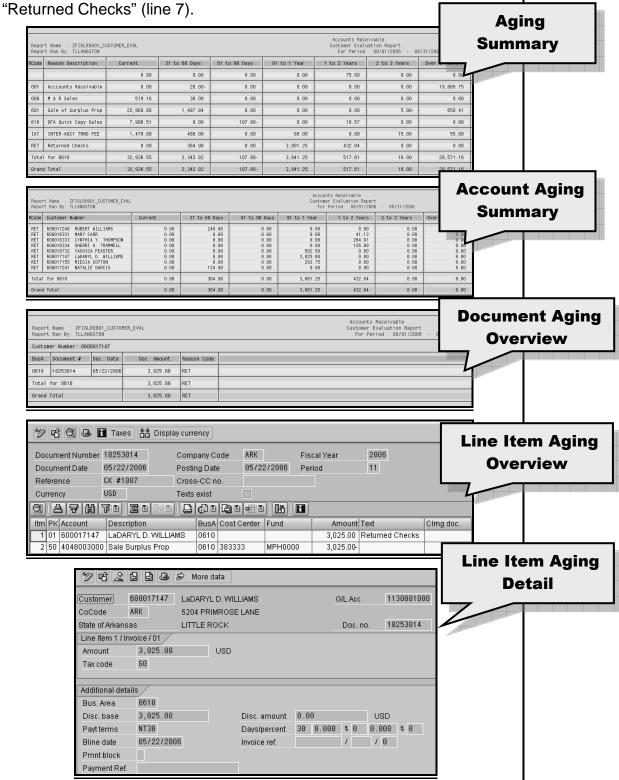


#### Research Tools

### **View Aging by Reason Code Account Activity**

Using steps 1-4 (pages 180-182); you can also view different levels of aging detail for each reason code category

Below, we illustrate the aging drill down detail for reason code "Returned Checks" (line 7)





#### **Research Tools**



#### **ZFIN-General Ledger Report with Customer Data**

Use this transaction when you want to view both revenue (General Ledger) and customer information together.

#### **Key Points**

- Uses the Bad Debt Expense account (5900008000) as a default selection.
- Combines GL and customer information in one layout. This is the only AASIS report that provides this combination of data.
- Provides expanded reporting benefits because of its design and can help answer questions like:
  - → Which customers has our agency billed for which types of revenue in the last month? ...in the last fiscal year? ...in the last quarter?
- Provides layout customization options but does not provide drill down functions.

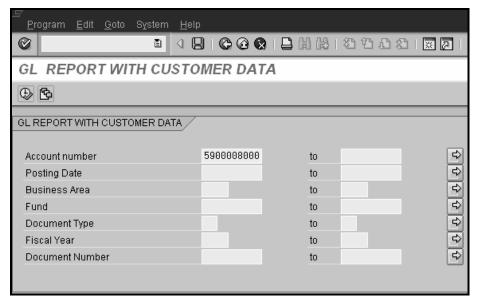
#### Field Definitions



1. Type "ZFIN" in the Transaction Command field.

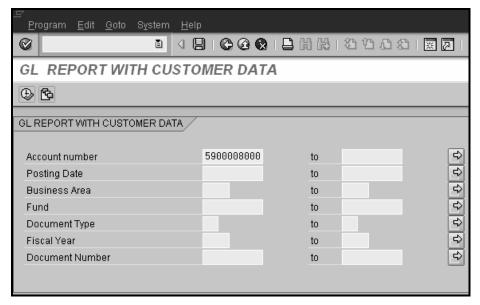
## 2. <Enter>

The *GL Report With Customer Data* screen appears. Use this screen to define report selection criteria.









#### About the GL Report With Customer Data Screen

GL Report With Customer Data---defines the parameters of the revenue reporting information.

Account number---restricts the report to the revenue (GL)
accounts you want to review. The Bad Debt Expense account
number defaults in this field. Delete the GL account number if
you are not reviewing abatements.

You cannot use this field to search for account numbers. You must know the account number(s) you want to enter. This is an optional field.

- Posting Date---restricts the report by the posting date and/or range of dates. This is an optional field.
- Business Area---restricts the report to postings by your agency.
   This is a required field.
- **Fund**---defines fund information. While this field is available, we recommend using it in conjunction with the "Account Number" field. This is an optional field.
- Document Type---restricts the report selection to specific document types. This is an optional field.
- **Fiscal Year**---restricts the report by fiscal year(s).
- Document Number---restricts the report to a specific document(s).

To help ensure processing efficiency, we recommend using as much selection criteria as possible.

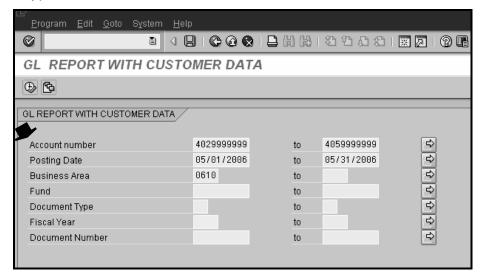






#### **Make Report Selections**

Beginning on the *GL Report With Customer Data* screen, we illustrate using ZFIN to help us answer: "Which customers has our agency billed for what types of revenue this last month?



#### 1. Account number (Optional): <#######>

Our illustration uses this range <4029999999> to <4059999999>.

This will help us identify the breakdown of revenue over the defined date range. Remember, you cannot use the "Account number" field to search for account numbers.

#### 2. Posting Date (Optional): <##/##/

Our illustration uses <05/01/2006> to <05/31/2006>.

#### 3. Business Area (Required): <###>

Our illustration uses <0610>.

### 4. <Execute>

This report, using the illustrated criteria, could take several minutes to compile. If this happens, it is because AASIS is searching several thousand records. Remain patient.



**Research Tools** 



The *GL Report With Customer Data* screen appears. This report layout is sorted by GL account and displays all available customer fields.

You can customize this layout by using the layout functions we illustrated at the beginning of this chapter

illustrated at the beginning of this chapter.												
GL Report	Cust	omer A		- Amount & Document Type								
GL Report Wit	th Custor	mer Dat										
ACCOUNT * BUS ARE	A FUND 1	CUSTOMER NUMBER	CUSTOMER NAME	USER NAME	DOC NUMBER	POSTING DATE	ENTRY DATE	DOC DATE	Σ AMOUNT DOC			
4041006000 0610	NFA0003			RMDRILLING		05/04/2006	05/04/2006	05/04/2006	9.00- ZJ			
	NFA0007			RMDRILLING	0014108341	05/01/2006	05/01/2006	05/01/2006	1,836.75- ZD			
				RMDRILLING	0014108349	05/01/2006	05/01/2006	05/01/2006	1,813.50- ZD			
			DFA - Marketing & Redistribution	MEHAUSER	0014108348	05/01/2006	05/01/2006	05/01/2006	1,836.75 ZD			
4041012000	MPH0000	0600017155	MIESIA COTTON	LLARCHER	0018253298	05/26/2006	05/26/2006	05/26/2006	293.75- DR			
		0998000900	LEGISLATIVE AUDIT	LLARCHER	0018249430	05/08/2006	05/08/2006	05/08/2006	15.00- DR			
		0998010500	SOUTHERN ARKANSAS UNIVERSITY	LLARCHER	0018249154	05/01/2006	05/01/2006	05/01/2006	6.00- DR			
			SOUTHERN ARKANSAS UNIVERSITY	LLARCHER	0018249589	05/01/2006	05/10/2006	05/01/2006	6.00 DR			
		0998011500	SOUTHERN AR UNIV - TECH BRANCH	LLARCHER	0018249590	05/10/2006	05/10/2006	05/10/2006	6.00- DR			
		0998012500	ARK. STATE UNIVERSITY -JONESBORO	LLARCHER	0018252683	05/15/2006	05/15/2006	05/15/2006	6.00- DR			
		0998013511	UNIV OF AR - SYSTEM OFFICE	LLARCHER	0018253066	05/22/2006	05/22/2006	05/22/2006	15.00- DR			
		0998014501	UNIV OF AR - COOPERATIVE EXTENSION	LLARCHER	0018253075	05/22/2006	05/22/2006	05/22/2006	15.00- DR			
		0998015010	U of A MEDICAL SCIENCES CENTER	LLARCHER	0018252682	05/15/2006	05/15/2006	05/15/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER	0018249327	05/04/2006	05/04/2006	05/04/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER	0018249326	05/04/2006	05/04/2006	05/04/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER	0018253300	05/26/2006	05/26/2006	05/26/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER	0018253301	05/26/2006	05/26/2006	05/26/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER		05/26/2006	05/26/2006	05/26/2006	6.00- DR			
			U of A MEDICAL SCIENCES CENTER	LLARCHER	0018253304	05/26/2006	05/26/2006	05/26/2006	6.00- DR			
		0998016500	UNIV OF CENTRAL ARKANSAS	LLARCHER	0018249324	05/04/2006	05/04/2006	05/04/2006	6.00- DR			
		0998019800	NORTHWEST ARKANSAS COMMUNITY COLGE	LLARCHER	0018249323	05/04/2006	05/04/2006	05/04/2006	6.00- DR			
			NORTHWEST ARKANSAS COMMUNITY COLGE	LLARCHER	0018252685	05/15/2006	05/15/2006	05/15/2006	6.00- DR			
		0998022100	BOARD OF COLLECTION AGENCIES	LLARCHER	0018249431	05/08/2006	05/08/2006	05/08/2006	15.00- DR			
		0998045000	PUBLIC SERVICE COMMISSION	LLARCHER	0018253068	05/22/2006	05/22/2006	05/22/2006	15.00- DR			
		0998048000	DEPT OF CORRECTIONS	LLARCHER	0018249325	05/04/2006	05/04/2006	05/04/2006	6.00- DR			
			DEPT OF CORRECTIONS	LLARCHER		05/19/2006	05/19/2006	05/19/2006	6.00- DR			
		0998048500	Dept Of Community Correction	LLARCHER	0018249428	05/08/2006	05/08/2006	05/08/2006	15.00- DR			
			Dept Of Community Correction	LLARCHER	0018253079	05/22/2006	05/22/2006	05/22/2006	15.00- DR			
		0998052000	AR REHABILITATION SERVICES	LLARCHER	0018253077	05/22/2006	05/22/2006	05/22/2006	61.02- DR	I		
		0998061004	DFA - Employee Benefit Division	LLARCHER	0018253074	05/22/2006	05/22/2006	05/22/2006	25.00- DR	I		
		0998061008	DFA - OFFICE OF ACCOUNTING	LLARCHER	0018252876	05/08/2006	05/19/2006	05/08/2006	45.00 DR	1		
			DFA - OFFICE OF ACCOUNTING	LLARCHER	0018252877	05/19/2006	05/19/2006	05/19/2006	15.00- DR	I		
			DFA - OFFICE OF ACCOUNTING	LLARCHER		05/08/2006	05/08/2006	05/08/2006	45.00- DR	I		
			DFA - OFFICE OF ACCOUNTING	LLARCHER	0018249435	05/08/2006	05/08/2006	05/08/2006	15.00- DR	1		

#### **Review Report Findings**

- Use the GL account number to define the types of revenue credited to your agency for the reporting period.
- Use the document type to identify the type of posted transaction.
   Here are a few examples of document types you may see.
  - → DR---Customer Invoice
  - → DG---Customer Credit Memo
  - → DZ---Customer Payment
  - → ZJ---Cash Journal
- Use the customer account number totals associated with a GL account line to identify how much of the overall revenue (per account) is attributed to customer billing.





#### FB03—Display Document

Use this transaction to find and/or view posted documents.

#### **Key Points**

- Looks and shares similar <u>display</u> functions that you see in FB02 and FBV0.
- Provides a consistent means for accessing document details when a report can't.
- Provides diverse selection options, including:
  - → Viewing a single document
  - → Viewing documents you create
  - → Finding documents using reference text

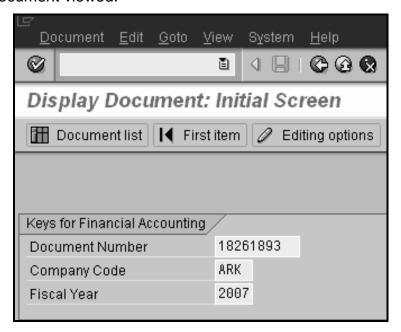
#### **View Single Document**



1. Type "FB03" in the Transaction Command field.



The *Display Document: Initial Screen* appears, displaying the last document viewed.

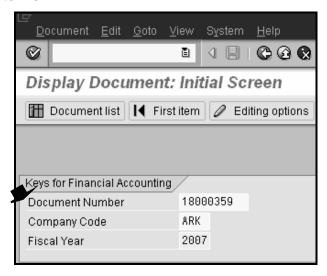




#### **Research Tools**

Beginning on the *Display Document: Initial Screen*, follow these steps to view a single document.

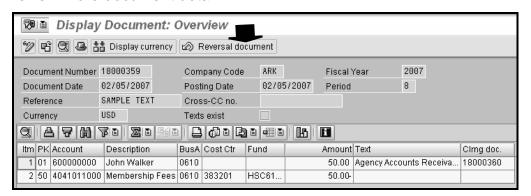
Note: For this illustration, you must know the document number you wish to view.



- 3. Document Number (Required): <######\*>
  Our illustration uses <18000359>.
- 4. Company Code (Required): <ARK>
- 5. **<Enter>**▼

The *Display Document: Overview* screen appears, displaying document header information and line item information based on the document layout.

Use this screen to review defined document fields or to drill down and review more document detail.



Note the "Reversal document" icon on the *Display Toolbar*. This icon appears any time a document has been reversed or is a reversal document.

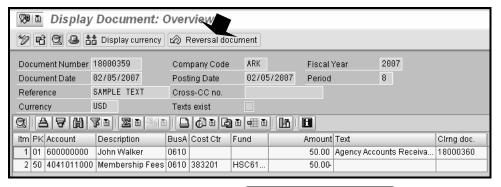
When reviewing documents as a part of your research, it is <u>very</u> important that you verify the document status by looking for this icon.



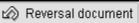




On this document, notice the debit is on the customer line and the credit is on the revenue line.

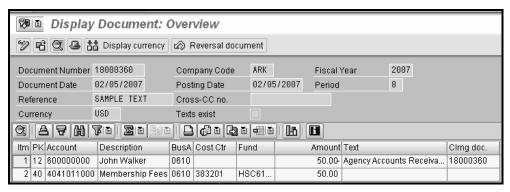


#### 6. <Reversal Document>

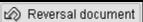


The reversal document (# 18000360) displays.

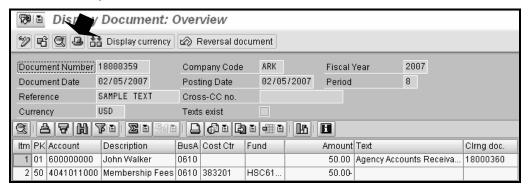
Now the credit is on the customer line and the debit is on the revenue line, reversing the entries for the document you initially selected to review.



### 7. <Reversal Document>



This returns you to the first document.



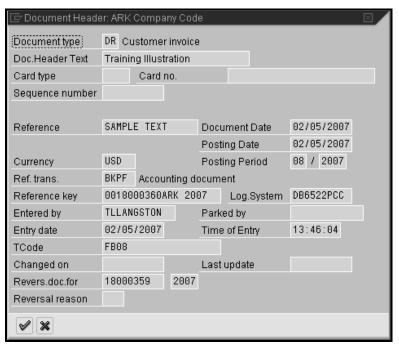
### 8. < Display document header >





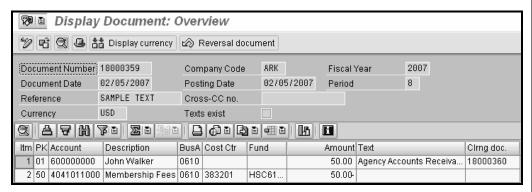


The *Document Header* window appears, displaying additional document information. Use this window to review/identify additional document text entries, posting, user id and transaction information.



### 9. <Enter>

The Document Header window closes.



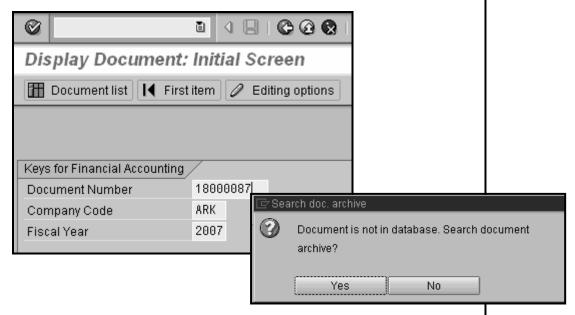
You can also view additional document entries by double clicking a line item.





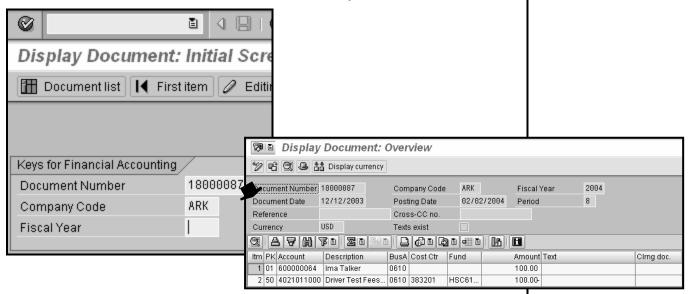
#### **Research Tools**

Before we explain using FB03 to view documents created specifically by you, we want to show you what happens if you use a fiscal year date different from the document creation date on the *Display Document: Initial Screen*.



The message, "Document is not in database" means AASIS cannot find a document matching all 3 of the selection criteria.

Click "No" to the Search document archive question. Remove the fiscal year and enter again. Note: The State will be archiving financial data in the near future and the above search criteria may then be used.



The document now displays. Notice the document was created on 12/12/2003, meaning it was created in fiscal year 2004.



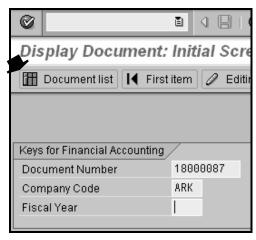


#### Research Tools

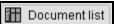
#### **View Documents You Create**

Beginning on the *Display Document: Initial Screen*, we show you how to find documents you have created.

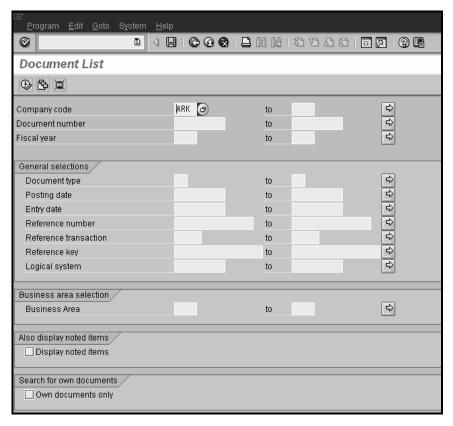
The Display Document: Initial Screen appears.



### 1. <Document List>

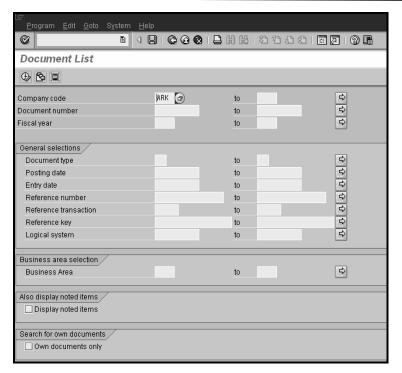


The *Document List* selection screen appears. Use this screen when you want to use additional search criteria to locate documents.









#### About the Document List Screen

While this screen appears similar to the Document List screen you use in FBV0, not all of the fields are identical. Because of this, here are the basic definitions for the optional fields appearing here.

- Document number---allows you to retrieve several documents, by using a number range or multiple numbers.
- Fiscal year---allows you to retrieve documents which cross different fiscal years.

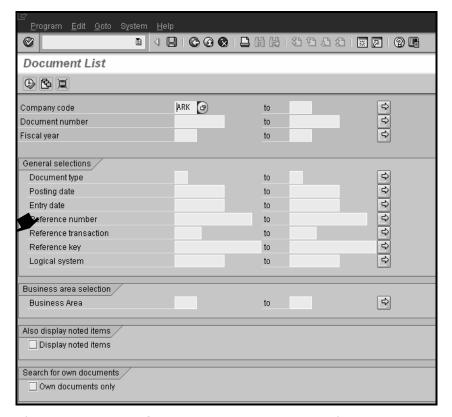
General Selections---Provides additional selections based on fields contained within the document header.

- Document type---defines documents based on the document type instead of document number. For example, you can search for customer invoices by using the DR document type in this field.
- Posting date---defines documents based on a specific posting date, posting dates or a posting date range.
- Entry date---defines documents based on an entry date, entry dates or an entry date range.
- Reference number---defines documents based on entries stored in the reference field. The person with the Cash Receipts role in your agency enters the check number for customer payments using this field in the Cash Journal.

Use this field to locate customer payments if you have a check number but no document number. NOTE: This field is case sensitive and must match the entry exactly.







 Reference transaction---provides a means to find documents which were electronically shared between two systems.

This field is not applicable when searching for documents entered by users.

- Reference key---Related to financial data entered into AASIS via interface applications. This field is not applicable when searching for documents entered by users.
- Logical systems---also related to sharing information between technical systems. This field is not applicable when searching for documents entered by users.

Business area selection---provides additional selections based on business area values.

 Business Area---defines documents based on the business area or business areas which created them. Most users will restrict the search to their own business area.

Also display noted items---Not applicable to State business processes

Display noted items---Do not use.

Search for own documents---restricts the search to the documents you specifically created.

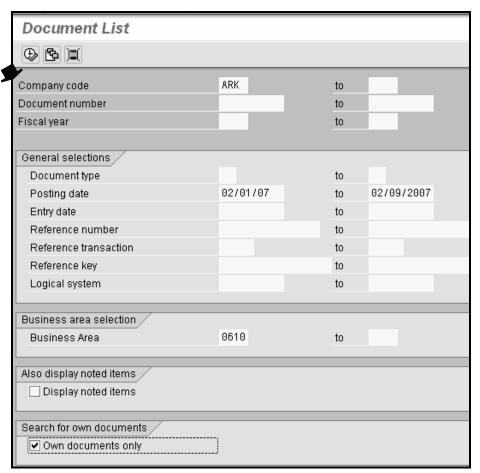
Own documents only---restricts search based on user id.



## Notes

Beginning on the *Document List* screen, we illustrate searching for documents created specifically by you.

Note: Our illustration for using this screen is not exhaustive. We strongly encourage you to continue practicing with different combinations of available search criteria



- 2. Company code (Required)---<ARK>
- 3. Posting date---<##/##/###>

Our illustration uses <02/01/07> to <02/09/07>.

4. Business Area---<###>

Our illustration uses <0610>.

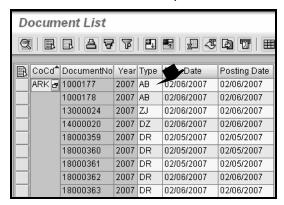
- 5. <Own Documents Only>
- 6. <Execute>





The *Document List* screen appears, displaying the documents created by you.

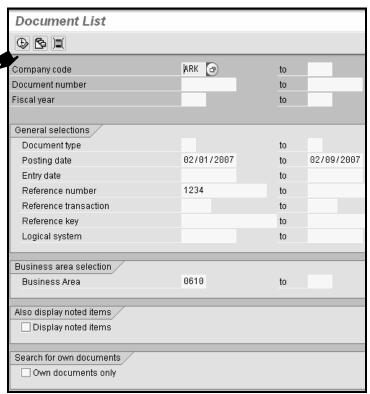
Use drill down functions to view specific document information.



#### **Find Documents Using the Reference Field**

When a customer pays with a check, the person entering the payment in the Cash Journal must enter the check number in the reference field.

Beginning on the *Document List* screen, we show you how to look up payment information using the reference field as a search criterion.

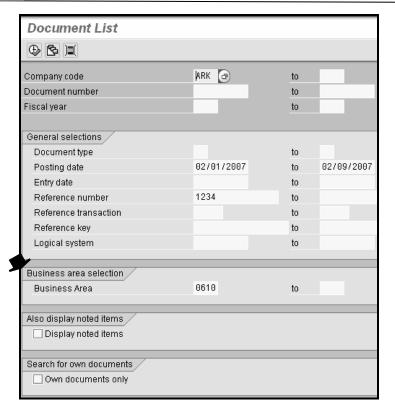


- 1. Company code---<ARK>
- 2. Posting date---<##/##/##

Our illustration uses <02/01/07> to <02/09/07>.







#### 7. Business Area---<###>

Our illustration uses <0610>.

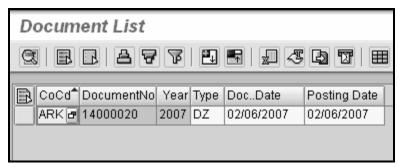
#### 8. Reference number <###>

Our illustration uses check number <1234>.

## 9. <Execute>



The Document List screen appears, displaying documents matching the search criteria. Our illustration shows one DZ (customer payment) document type. If more than one document matches the search criteria, multiple documents display on this list.

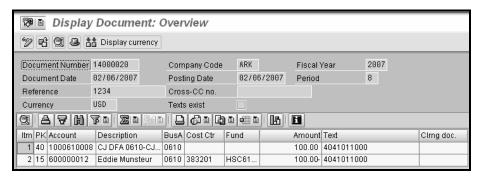


10. Double click anywhere on the document line.

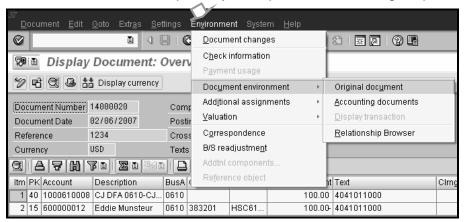




The *Document Overview: Display* screen appears, displaying the cash journal document that records the receipt of cash.

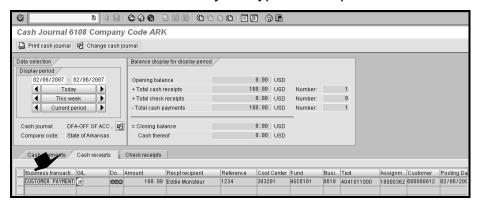


To view the source of the receipt entry, complete the following steps.



### 11. <Environment><Document Environment><Original Document>

The Cash Journal entry for the customer payment displays. Use the Business Transaction field to identify the type of receipt recorded.



- 12. <Back>
- 13. Repeat until you return to the screen you want.



# Notes

As we encouraged at the beginning of this chapter, take time to study

and play with these reports and research tools.

Use the custom layout features and adapt the reports to your agency's specific business needs. Trust us; you **won't** hurt anything by doing this. These are display transactions and do not impact the integrity of your agency's or the State's financial records.

In fact, the more you use these reports and tools, the stronger your ability to analyze your agency's financial records in AASIS.

With strong analytical skills, you equip yourself with the ability to prevent and/or correct errors before they become a significant problem.